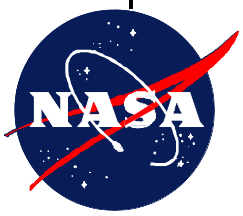
GSFC Intergraded Travel Manager

Preparers Training Manual



National Aeronautics and
Space Administration

Goddard Space Flight Center
Greenbelt, Maryland

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I. TRAVEL MANAGER WEB LOGON PROCEDURE

This section contains the logon procedures to access Travel Manager via the Web.

Travel Manager has two logon procedures. The **first** procedure (B) is used the first time an approved user logs in to Travel Manager. A password and signature PIN must be set initially.

The **second** procedure (C) is used for all established logons.

Subsection D provides instructions for MAC system logon.

NOTE:

Travel Manager 8.0 meets all of the American Disabilities Act (ADA) compliance rules established by the government. Navigation through the software can be done using the tab and enter keys. When navigating using only the mouse, the user must click outside the given drop down area for actions to be processed. Never use the web browser's navigation tools.

RFO Help Desk

Help Desk: 301-286-4100 or 6-4100
E-Mail: RFOHelpDesk@listserv.gsfc.nasa.gov

A. WEB LOGON PROCEDURE

1. Launch your **Internet browser. (Mac** users see subsection D**)**

Use URL: http://travelmanager.gsfc.nasa.gov. The **Goddard Travel Manager 8.0** home page is displayed.

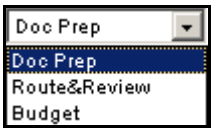
2. Click the **Click Here** link to access Travel Manager.

3. The **GELCO Travel Manager 8.0** logon screen will display. (*This site can be bookmarked*.)

NOTE:

To find your Travel Manager User Name go to the Travel Manager website at: http://travelmanager.gsfc.nasa.gov/. Click the **Find Login ID** link on the left side of the page. Type your full name in the window. Click on the **Search** button. In the Search Results window, click on your name. Your X.500 identity screen is displayed. Select and copy your X.500 Unique Identifier, then paste it in the Travel Manager **User Name** field.

4. Login will default to the **Doc Prep** module in the drop down list in the menu bar under modules. The preparer should always verify that **Doc Prep** is selected.



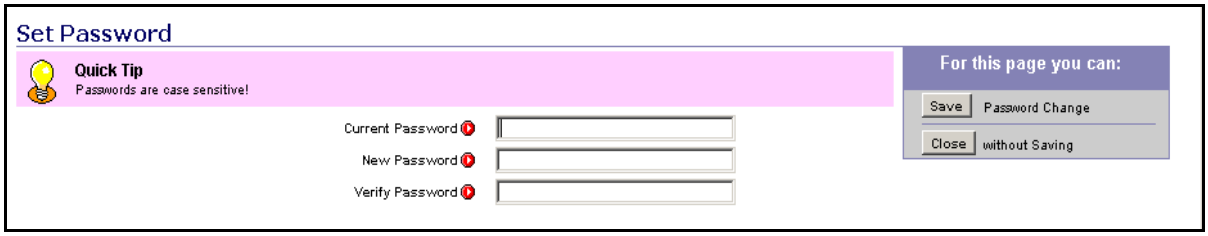
NOTE:

A user has three attempts to successfully log into Travel Manager. If you fail, contact the Help Desk to have your password reset. **Passwords expire every 60 days**. Travel Manager has a 60-minute timeout. If you leave your system idle for more than 60 minutes, your system will time out and you will have to log back into Travel Manager.

B. First Time User Logon Procedure

1. Enter your **X.500 Unique Identifier** in the **User Name** field.
2. Press **[Tab]** to advance, or click in the **Password** field and enter **newtrav1** (all one word, all lowercase). Click **LOGIN**.
3. A **Message box** will appear. Click **OK**.

4. The **Set Password** screen will appear.



a. Type the default password of "newtrav1" in the **Current Password** field and press **[Tab].**

b. Enter a unique password in the **New Password** field and press **[Tab].**

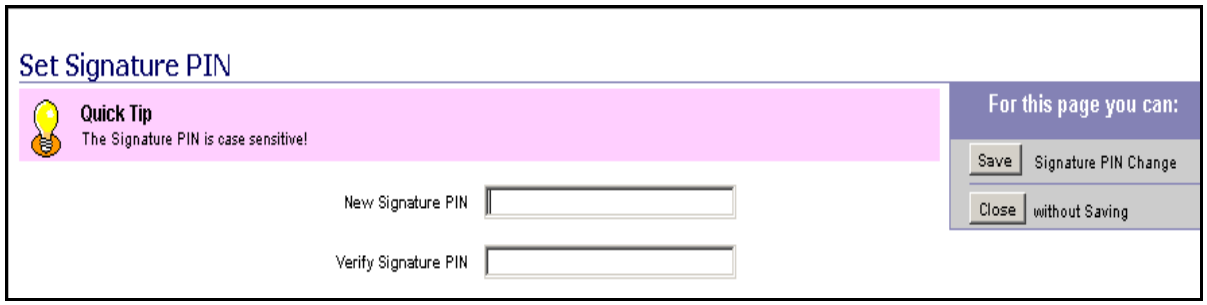
c. Re-enter the unique password in the **Verify Password** field and click **SAVE**.

NOTE:

Passwords are Case Sensitive. They must be 8-16 characters in length. Passwords **must** include a number. Passwords expire every 60 days. An old password may be reused. Travel Manager will only remember the latest password used, it does not keep a detailed history of previously used passwords.

Keep your Password **CONFIDENTIAL!!!**

5. The **Set Signature PIN** screen will display.



a. Enter the **New Signature PIN** value in the **New Signature PIN** field and press **[Tab]**.

b. Re-enter the **New Signature PIN** in the **Verify Signature PIN** field.

c. Click **SAVE**. The Travel Manager **Start** page is displayed.

NOTE:

Signature PINs are case sensitive. They must be 8-16 characters in length. PINs **must** include a number. Your Signature PIN and Password can be the same.

Keep your Signature PIN **CONFIDENTIAL!!!**

C. AN ESTABLISHED USER LOGON PROCEDURE

The following login procedure is used for subsequent logins once your initial login process has been completed.

1. Enter the appropriate **User Name** (Login ID = X.500 Unique Identifier).
2. **[Tab]** to the **Password** field and enter the appropriate **Password**.
3. Click **LOGIN**. The Travel Manager **Start** page will display.

D. SPECIAL INSTRUCTIONS FOR MAC USERS

1. The **Travel Manager Login** screen is displayed.

2. Enter your **User name** and **Password**. Make sure **Doc Prep** is displayed in the pop-up list.

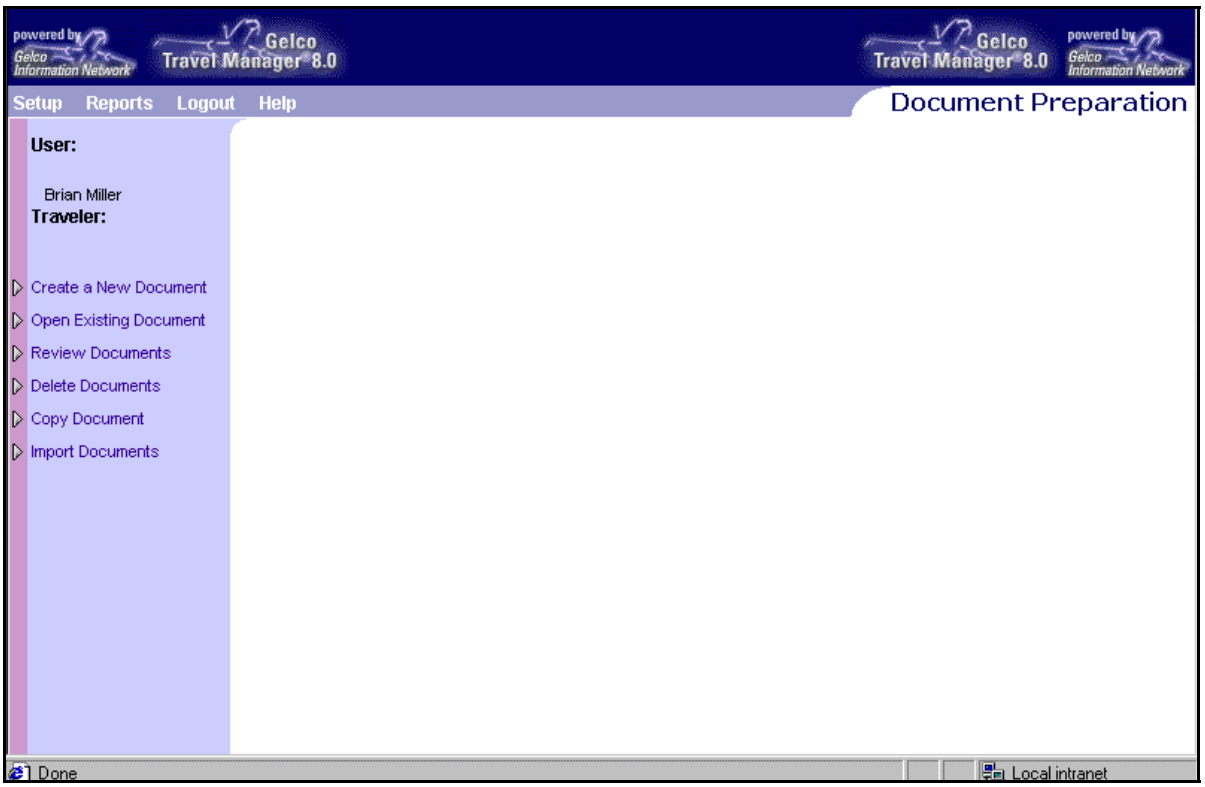
3. Click the **Login** button. ***This is a required step but will not log you in***.

4. Click into the Password field again.

5. Press the **Return** key on your keyboard

II. WEB WINDOW OVERVIEW

This overview introduces the user to Travel Manager on the Web. Menu locations, link identification and common buttons are addressed.



NOTE:

Do not use the browser navigation buttons. Use the TM software navigation buttons located in the **For This Document You Can:** box located on the upper right side of the screen page.

Several screens in Travel Manager require that you click outside the field to refresh the screen and add the data to a field.

A. DOCUMENT TOOLBAR

The Document Toolbar, located on the left side of the page, contains links that perform specific Travel Manager actions.

Create A New Document – Used for creating new documents such as Authorizations, Amendments, Local Vouchers, and Vouchers from Authorizations.

Open Existing Document – This function is used to check the status of an existing Travel Authorization or Voucher and/or review, and edit previously created documents.

Review Documents – This function is used as a "queue" for Reviewer/Approvers who have documents routed to them. Preparers can find documents that have been sent back by an approving official for correction. Also, preparers, can access documents that have been created but haven't been signed.

Delete Documents – This function is used to delete travel documents due to error or cancellation of a trip prior to being signed and routed. Contact the Help Desk to delete a document once it has been signed and routed.

Copy Document – This function is used to copy a document already created by a user or another Preparer. The feature is most commonly used for multiple travelers going to the same location for the same purpose.

Import Documents – This link is not functional.

B. MENU TOOLBAR

The Menu Toolbar, located on top of the window, contains links that perform specific Travel Manager actions.

Setup- This function allows the user to review some of the administration tables and functions that can be executed on the web. The most commonly used feature is found under the Admin Tab where a user can Remove Edit Locks from documents change a user's password or signature PIN. Another tool found under this tab can be found by accessing the Rates button. Here, a user can research per diem rates for foreign and domestic travel.

Reports- This function allows a user to access several types of reports, each with its own selection criteria. The reports are designed to provide travel activity information for a traveler or a group of travelers. They also can aid managers in monitoring and controlling travel within an organization.

Logout- This function is used to properly exit the Travel Manager system. When a user is finished using the software, the logout button will exit the user to the main login page.

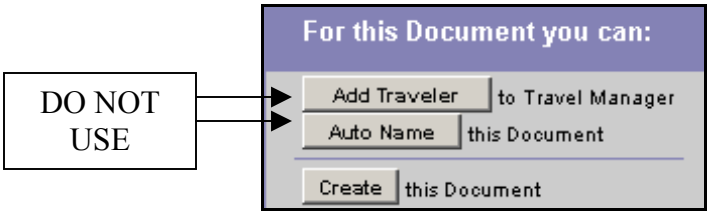
Help- The Help section describes document creation and defines the system icons used in the application.

C. PAGE ELEMENTS

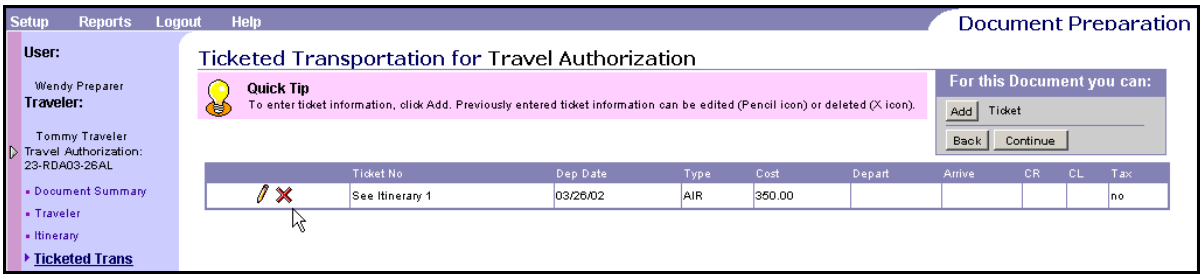
1. The **User:** name is displayed in the top left corner of the page, on the document toolbar. The name is either the traveler, if the traveler prepares his/her own travel document or the Preparer's name.

2. A **Quick Tip** area displays information to help the user select or enter the appropriate data on the page. This area is located at the top middle of the page.

3. A **For this Document you can:** area is included on all pages, located in the top right corner. It contains buttons that are appropriate to the processing of the page. For example, on the **New Document** page, once all the required information has been entered, a new document can be created by using the Create **this Document** button. DO NOT USE the Add Traveler **to Travel Manager** button, the system administer will be responsible for adding all new users. Also, DO NOT USE the Auto Name **this Document** button. The Agency has established a document naming convention explained later in this section.



4. When a document has been created he Traveler's name and document name are also displayed in the top left corner below the **Traveler:** name.



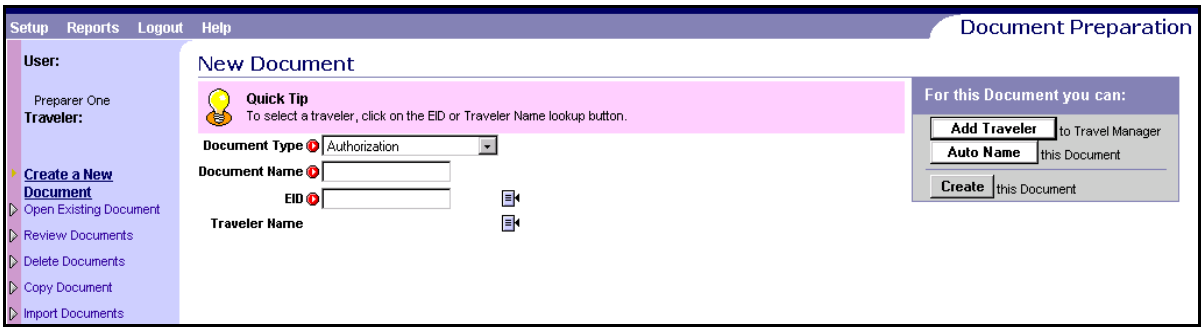
5. Some of the commonly used icons for editing a document are the **Update** icon, which is used to edit a record, and the **Delete** icon, which is used to delete a record.

III. TRAVEL AUTHORIZATION

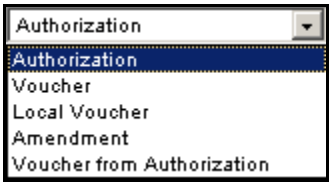
This section describes the process required to create a travel authorization once you have signed on.

A. CREATE THE AUTHORIZATION

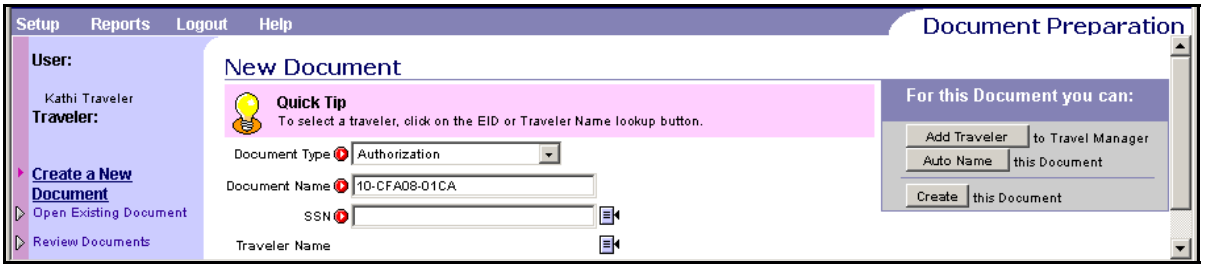
1. Click the **Create a New Document** link on the **Document Toolbar** on the left side of the page. The **New Document** page is displayed.



2. Select **Authorization** from the **Document Type** drop down list.

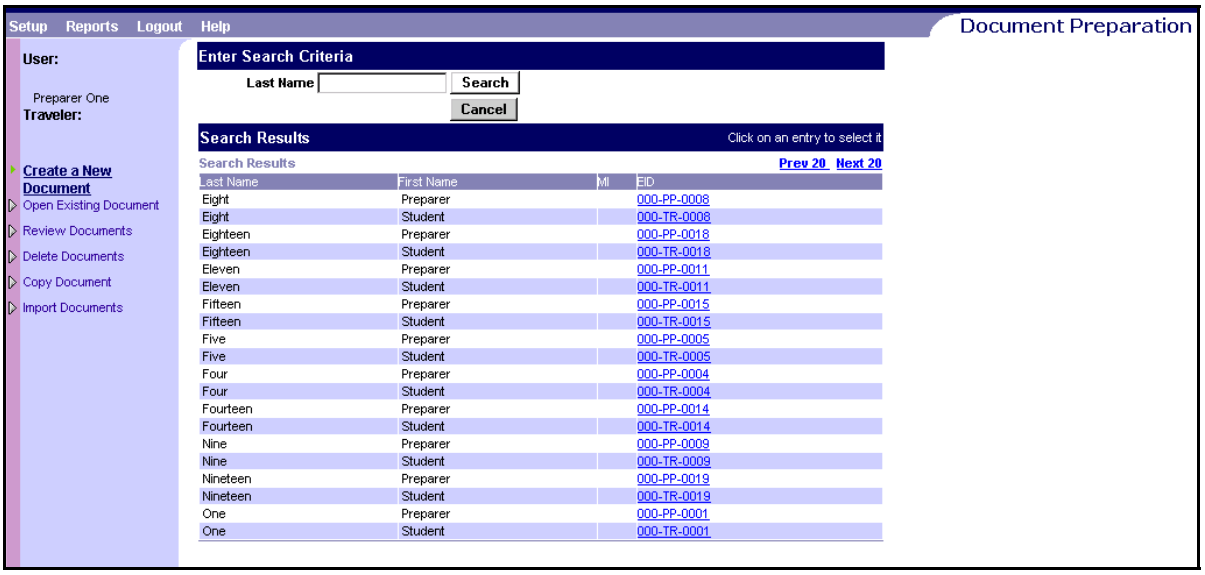


3. Click in the **Document Name** field and enter a name consisting of the **Center ID** (always the number **51** for NASA GSFC), hyphen (-), preparer's **Org Code** (organizations must use 3-digits. Example: **156.** **Date** of departure (example: **07-16** (MM-DD) use a hyphen '-' to separate the month and day rather than a slash '/'), and the **State** or **Country** traveling to (example: **AL** for Alabama). Up to 15 characters can be entered. Example of document naming sequence: **51-156 07-16AL**.



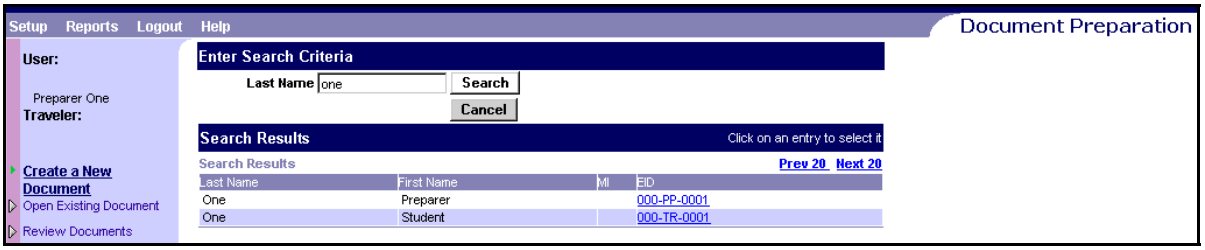
4. The **SSN Lookup** or **Traveler Name Lookup** icon can be clicked to retrieve the SSN of the desired traveler. If known, the Traveler's Social Security Number can be entered into the **SSN** field.

5. Click the **Traveler Name Lookup** icon. The **Enter Search Criteria** page is displayed. Enter part or the traveler's entire last name.

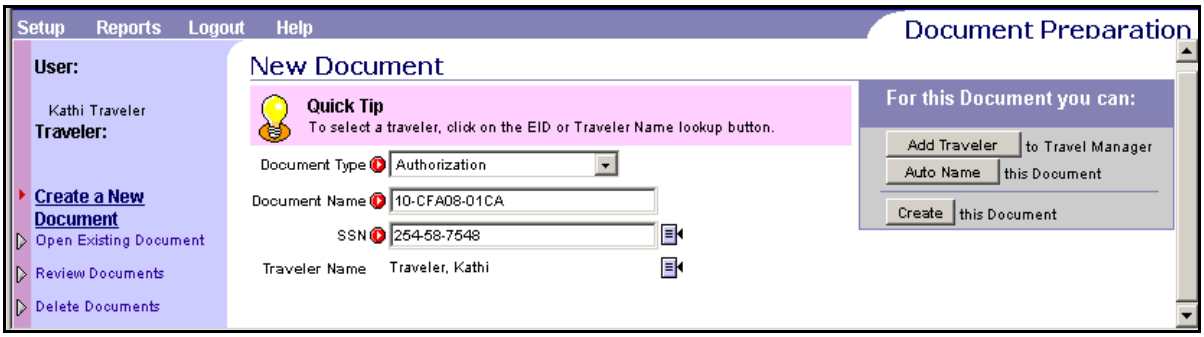


6. Click the Search button to the right of the **Last Name** field. All traveler names beginning with the letters entered that are available to the Preparer are displayed.

7. Click the **Next 20** and/or **Prev 20** links, in the **Search Results** area on the right, to scroll through the list of names.



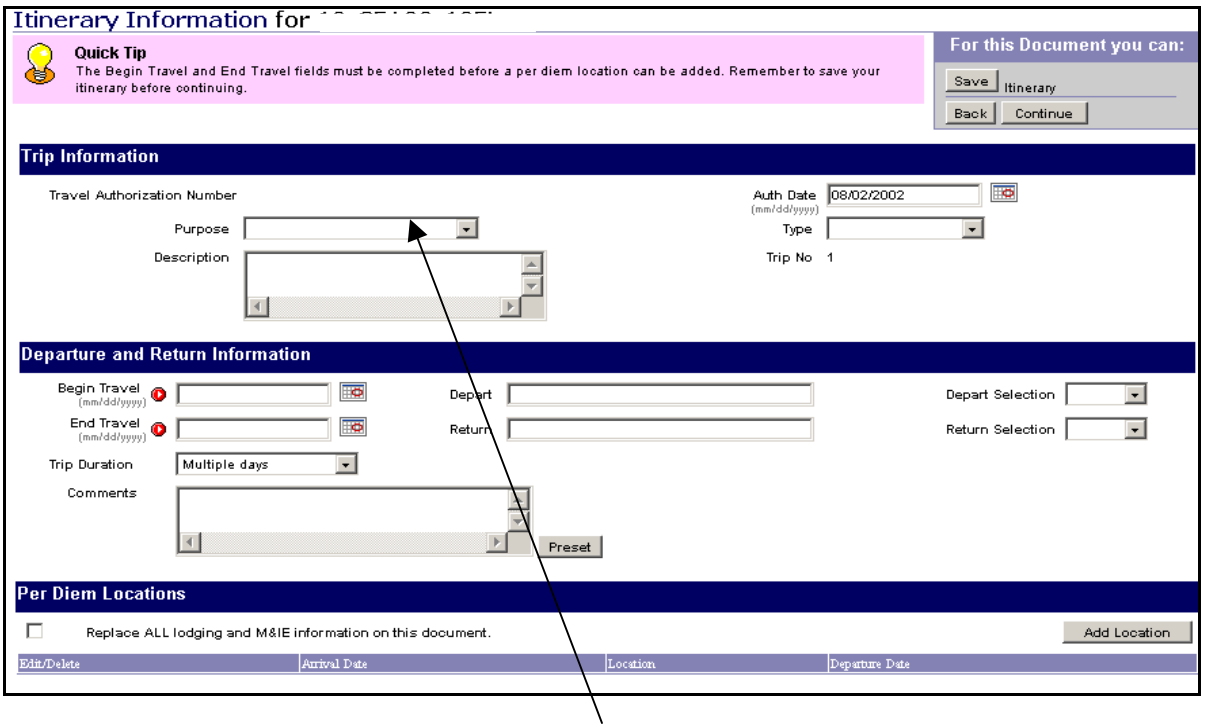
8. Click the **SSN** link to the right of the desired traveler's name. The **New Document** page is refreshed and displayed with the selected traveler's **SSN** and **Traveler Name** fields filled.



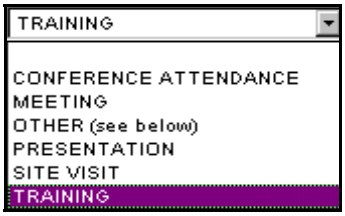
9. Click the **Create** **this Document** button in the **For this Document You Can:** area in the top right. The **Itinerary Information** page is displayed.

B. ITINERARY

This section describes the process for completing the traveler's itinerary. The red buttons displayed on the Itinerary Information page denote ***required*** fields.

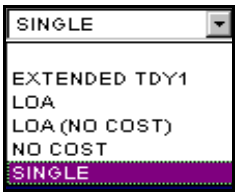


1. Select a purpose for travel from the **Purpose** pull down list.



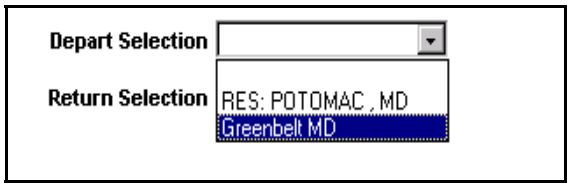
2. Additional space is available in the **Description** box to provide more information about the trip's purpose.

3. Select the trip **Type** from the pull down list.



4. To enter the **Begin Travel** and **End Travel** dates, click the **Calendar** icon to select the appropriate dates. Click on the desired date in the calendar and the field will automatically be filled with the selected date.

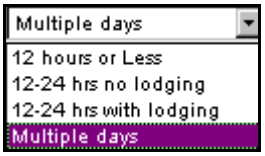
5. Select the **Depart Selection** and **Return Selection** locations listed in the pull down lists.



NOTE:

If the traveler is departing or returning to locations other than what is in the drop down list you can type the location in the fields provided after the Begin and End travel date fields.

5. From the **Trip Duration** drop down list select the trip duration. Multiple Days will default for any trip greater than 2 days.

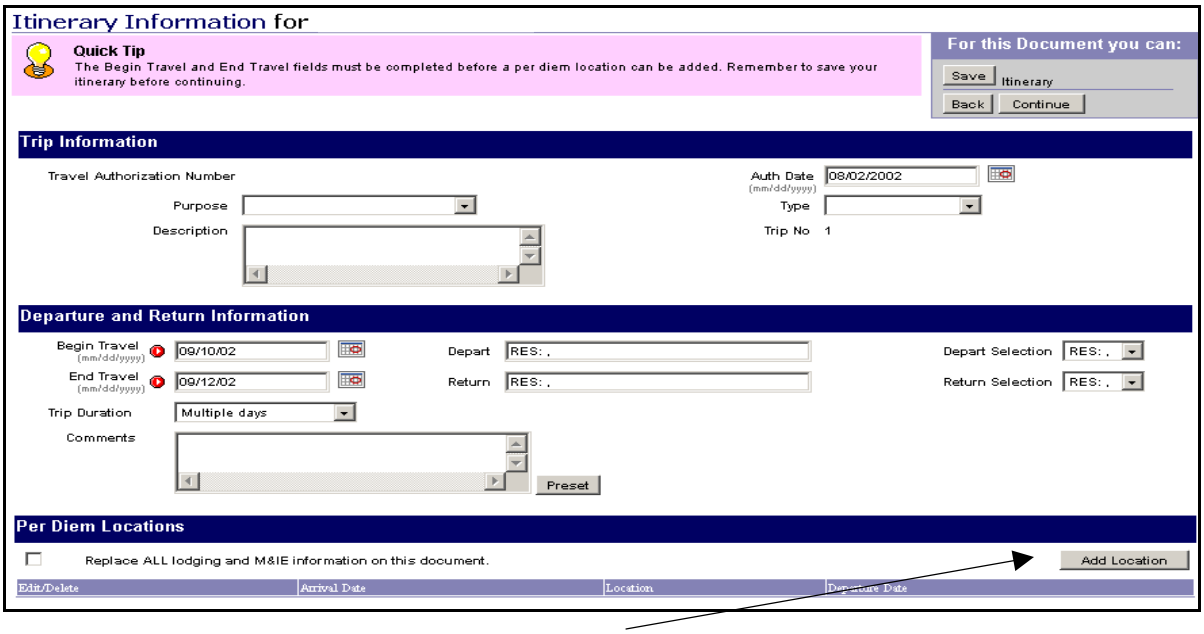


6. Click the **Preset** Preset button to the right of the **Comments** field. The default comments will display in the **Comments** field.

NOTE:

Click the Preset Preset button, to the right of the Comments box, before typing other comments. All comments will be erased and replaced with the preset comments when the Preset button is clicked.

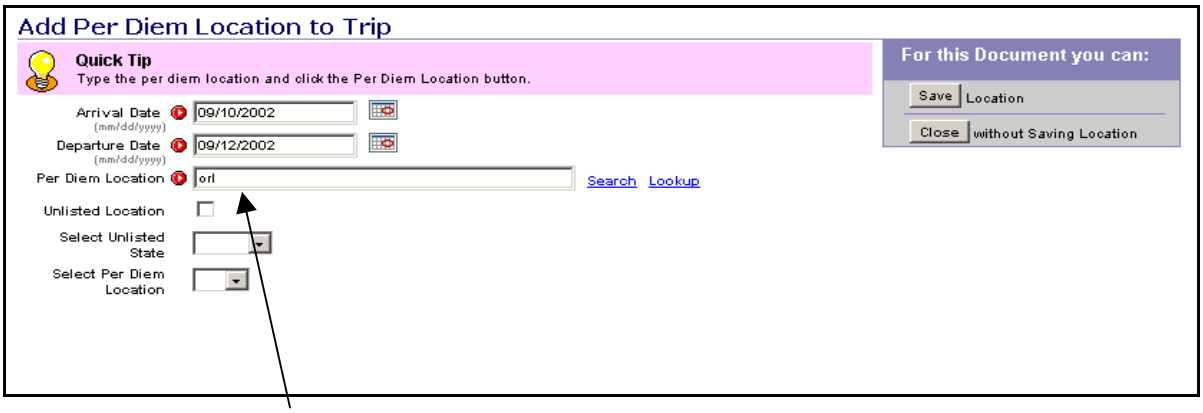
7. Enter any additional comments necessary after the preset comment are entered in order to alert reviewers or approvers of any special conditions that may require approval or justification.



9. Click the **Add Location** button, in the **Per Diem Locations** area at the bottom of the page, to add a location. The **Add Per Diem Location to Trip** page is displayed.

C. ADD PER DIEM LOCATION TO AUTHORIZATION DOCUMENT

After entering the trip itinerary, the per diem information is required. This section provides the steps necessary for adding the per diem location to the travel request.

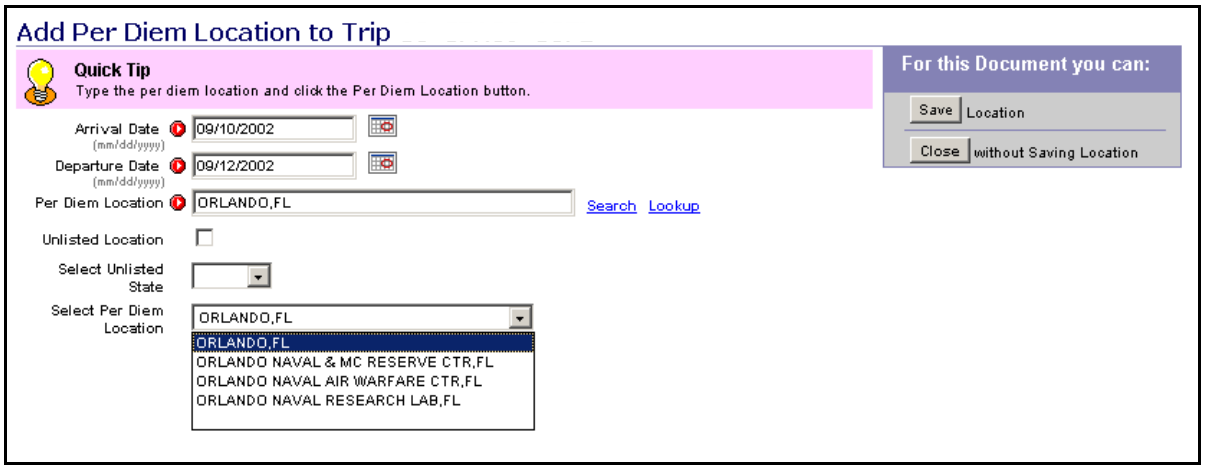


1. Click in the **Per Diem Location** field and <u>type the first few characters</u> of the temporary duty location, (for example: orl for Orlando, FL).

NOTE:

When entering a city name in the Per Diem Location Field, you can type part of the city name or the whole city name to retrieve a location. Do not include the state.

2. Click the **Search** link beside the **Per Diem** field. The **Per Diem Location** field will be filled in with the first location that meets your search criteria.



3. If your search produced another location, click on the **Select Per Diem Location** pull down list to be sure to select the location from the correct State or Country. The location name entered may be in more than one state or country or more than one location may begin with the same value.

4. If additional locations are required for the trip, repeat above steps. Be sure to change the departure dates for each location as it is added on the **Add Per Diem Location Page**.

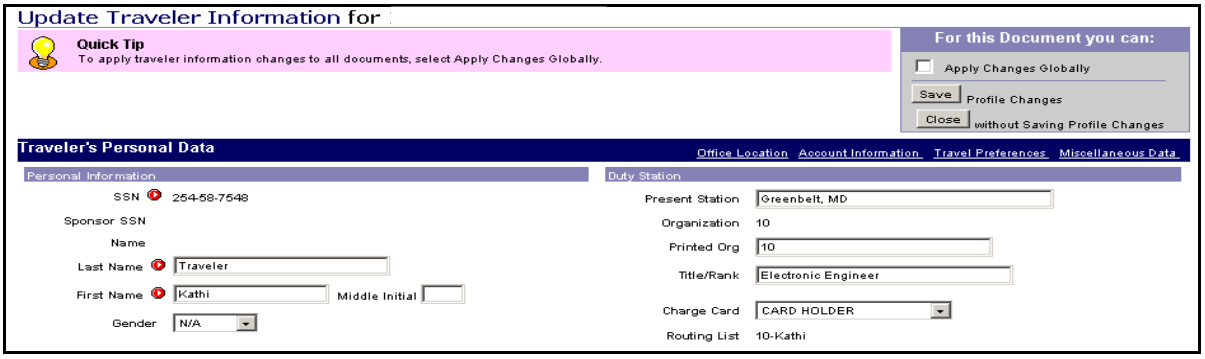
NOTE:

The **Lookup** link can be used to search by state or country. When using the lookup option, the user will select the state or country first, than click somewhere on the page to refresh, and register the location. After selecting the city, the user again will click somewhere on the page to register the desired city.

6. Click the Save **Itinerary** button in the **For This Document You Can:** area in the top right. This will save the document to the database. The **Itinerary** page is redisplayed. Click the **Traveler** link on the **Document Toolbar** on the left side of the page. The **Update Traveler Information** page is displayed.

D. TRAVELER INFORMATION

In this section, you will learn how to update the Traveler's personal data, which affects the document routing sequence and funding. If a different organization funds the trip, see the example of a Changed Traveler's Organization is located in the Appendix.



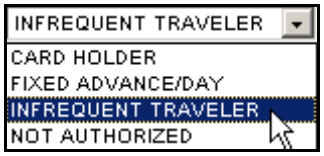
NOTE:

There are five (6) Traveler data areas on the Update Traveler Information page. Only the Traveler's Personal Data and the Agency Defined Miscellaneous Data areas are covered here.

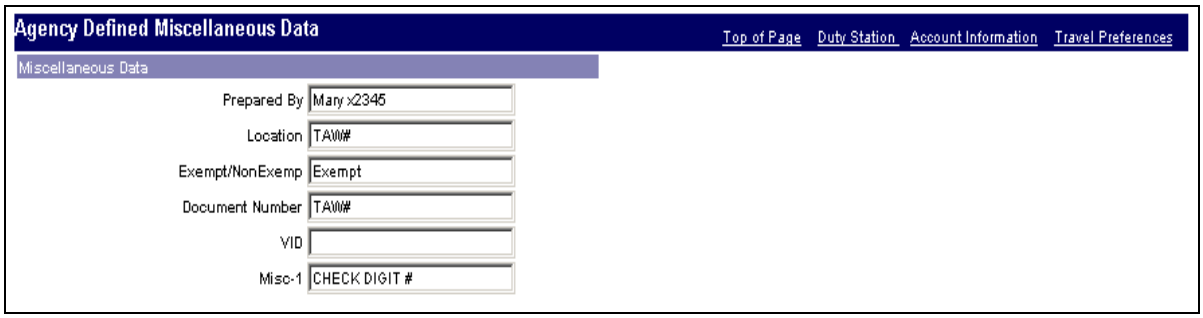
The Traveler's organization affects the routing for this document. If a different organization is funding the trip, the organization value must be changed on the document when it is created.

1. Select the correct routing list from the **Routing List** pull down. Only the routing lists of the organization selected are available.

2. The **Charge Card** field must display the charge card status of the Traveler.



3. Scroll to the bottom of the page to the **Agency Defined Miscellaneous Data** area.



4. Enter the name and phone number of the person preparing the authorization in the **Prepared By** field. ***This is a required field***.

5. The **Exempt/NonExempt** field is pre-filled with the Traveler's exemption status loaded from the NASA Personnel Payroll System (NPPS).

6. The **Document Number** field will remain blank.

7. The Vendor Identification **(VID)** number field is used by the Centralized Travel Office (CTO) at JSC.

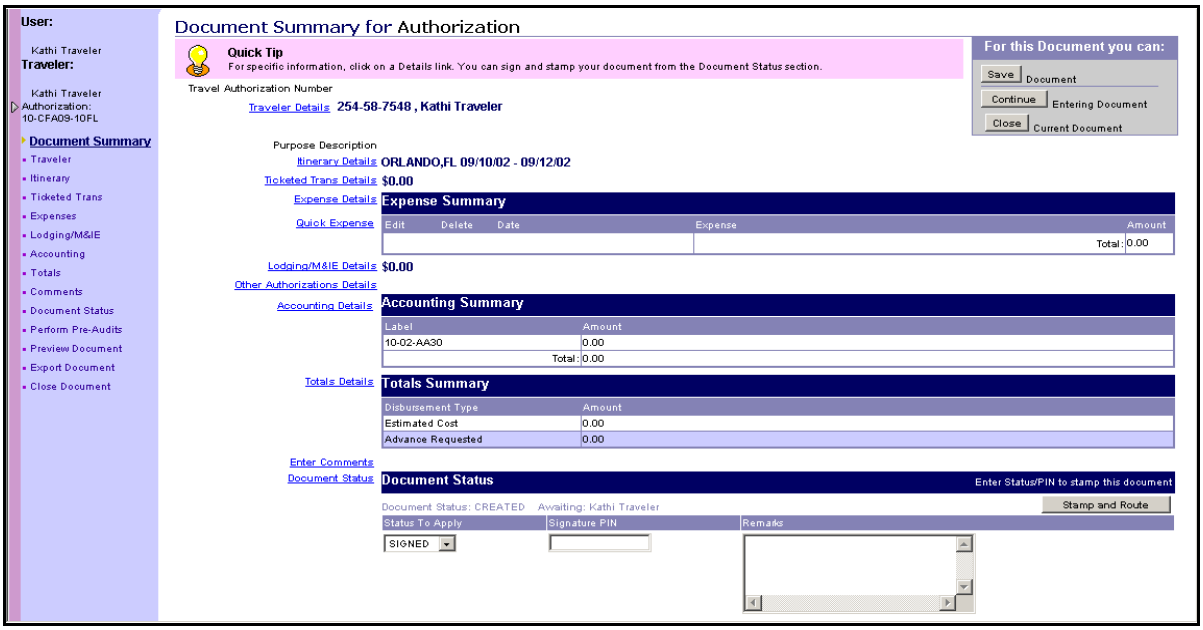
8. The **Misc-1** field is completed with the traveler's four-digit employee number.

9. Scroll to the top of the page.

NOTE:

If the **Apply Changes Globally** checkbox in the **For This Document You Can**: area is left **unchecked**, the Traveler Information changes will be applied to the Traveler's current document only (recommended). If checked, the changes will be permanently applied to the Traveler's record.

10. Click the Save **Profile Changes** button in the **For This Document You Can**: area in the top right. The **Document Summary** page is displayed.

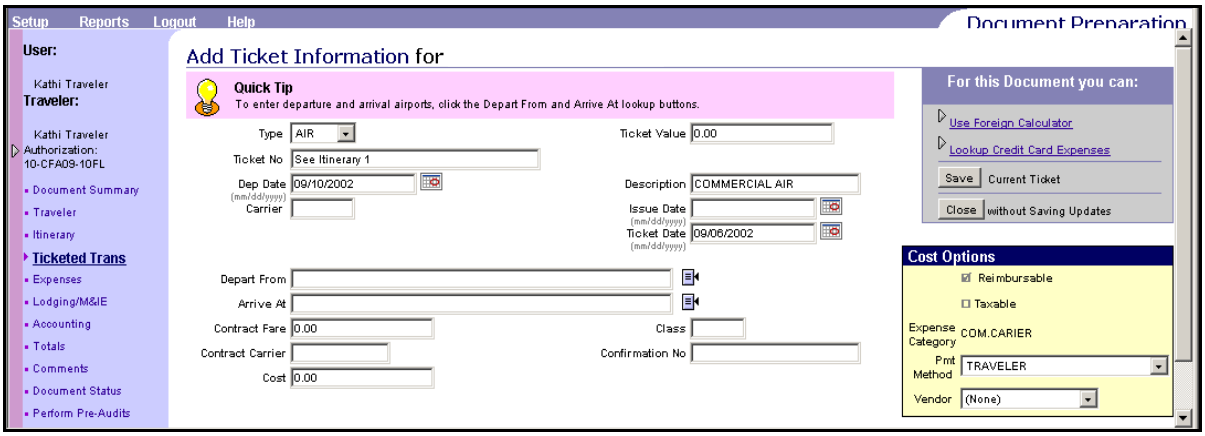


E. TICKETED TRANSPORTATION

In this section you will learn the process to add ticket information to the Authorization.

1. Click on the **Ticketed Trans** on the Document toolbar on the left side of the page. The Ticketed Transportation page is displayed**.**

2. Click on the Add **Ticket** button, in the **For This Document You Can:** area in the top right, to enter ticket information. The **Add Ticket Information** page is displayed.



3. Select the mode of transportation from the **Type** pull down list. **AIR** is the default.

4. Press **[Tab]** to move to the **Ticket Value** field. Enter estimated cost of mode of transportation.

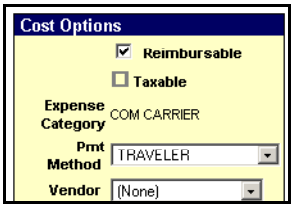
NOTE:

Do not use a dollar sign ($) when entering costs in any of the Travel Manager's cost field. If you do add a dollar sign, the system will **not** accept the character, and you cannot move on.

5. Press **[Tab]**. The system will automatically copy the **Ticket Value** to the **Cost** field after pressing **[Tab]**.

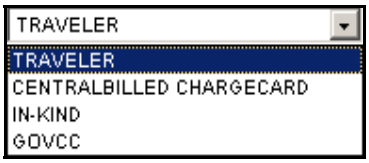
6. The **Ticket No:** field is automatically filled with "**See Itinerary 1**". It is a note to the traveler to refer to the detailed itinerary from the Travel Agent.

7. Review the yellow **Cost Options box** on the right. Note the following.



   a. The **Reimbursable** check box is checked by default.

b. TRAVELER is the default reimbursable **PMT Method**. If any other payment type is selected, the expense cost will not be reimbursed to the traveler.

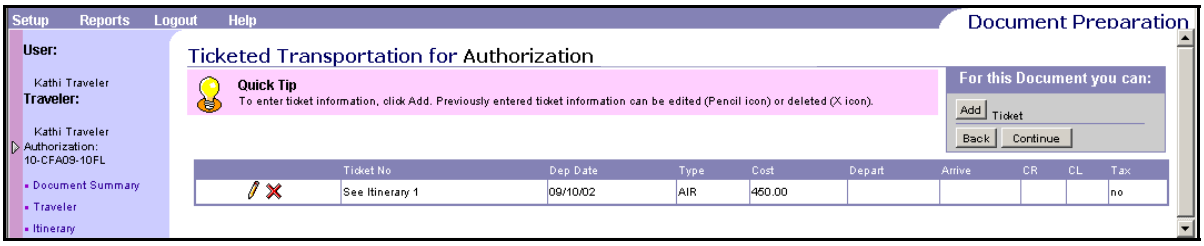


PAYMENT METHOD	REIMBURSABLE CHECKED	EXPLANATION
Traveler	Yes	Reimbursable to Traveler.
Central billed Charge card (CBA)	No	Not Reimbursable to Traveler. Paid by Government.
In-Kind	No	Not Reimbursable to Traveler. Provided at No Cost to Government.
GOVCC	Yes	Allows for electronic funds transfer to charge card vendor on behalf of the traveler. **The Agency is not currently using this feature. TBD**

NOTE:

All remaining fields on the **Add Ticket Information** page are optional with the exception of the **Class** field if the Traveler is using a First Class or Business ticket.

8. Click the Save **Current Ticket** button in the **For This Document You Can**: area in the top right. The **Ticketed Transportation** page is displayed showing the added record.



9. If additional ticket records are required, click the Add **Ticket** button in the **For The Document You Can**: area in the top right, and repeat the Ticketed Transportation process.

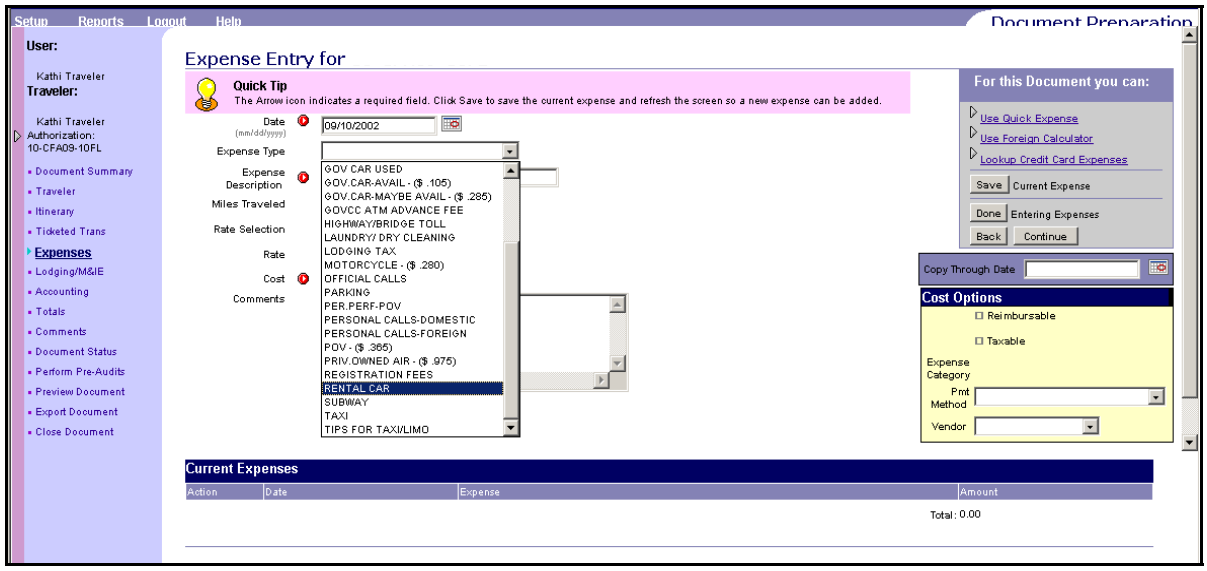
   a. Click the **Update** icon to edit **Ticketed Transportation** records for necessary changes.

   b. Click the **Delete** icon to delete **Ticketed Transportation** records

10. Click the Continue button in the For This Document You Can: area in the top right. The **Expense Entry** page is displayed.

F. EXPENSES

This section discusses the process for adding estimated travel expenses to the travel authorization.



NOTE:

The **Date** field will default to the 'Begin' date of travel. Change it accordingly when adding each expense.

1. Add your expenses on the **Expense Entry** page.

   a. Leave or update the **Date** field by clicking of the calendar icon and selecting a date.

   b. Select the expense from the **Expense** type pull down list.

   c. Click anywhere on the page to refresh the screen.

   d. Enter a cost in the **Cost** field.

   e. Click in the **Comments** field and enter comments.

   f. For an expense that is the same amount over multiple days use the **Copy Through Date** field located on the right side of the screen. (Example: phone calls that cost $.85 on consecutive days). Enter the ending date the amount should appear through.

   g. For quick entry of expenses, click the **Use Quick Expense** link in the **For this Document you can**: area.

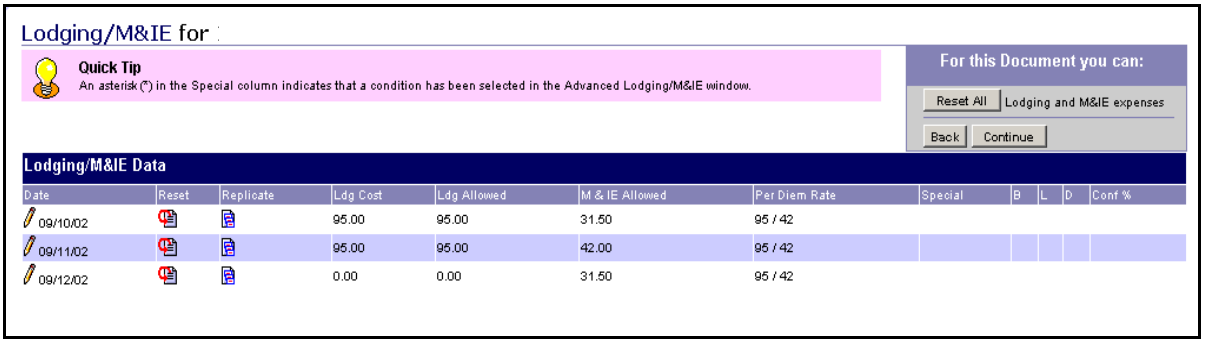
NOTE:

When entering comments in the Expense comments field, your comments can only be viewed on-line when reviewing each expense.

2. Click the Save **Current Expense** in the **For This Document You Can:** area in the top right.
3. The expense record is saved and is displayed in the **Current Expenses** area at the bottom of the page.
4. Click the **Update** icon to edit **Expense** records for necessary changes. Click the **Delete** icon to delete **Expense** records.
5. The **Expense Entry** page will refresh and display again with clear fields to allow entry of another expense.
6. Click the Continue button in the For This Document You Can: area in the top right. The **Lodging/M&IE** page is displayed.

G. LODGING AND M&IE

This section will review the Lodging process. Lodging costs are automatically filled in according to the per diem location when the **Itinerary** is saved. Costs of **Lodging** and **M&IE** are automatically adjusted for the first and last days of a trip.



NOTE:

The following per diem rates are automatically filled by the system:

- 100% Lodging for all but the last day
- 75% M&IE for first and last days
- 100% M&IE for all other days – for trips less than 31 days

The available functions on this page:

a. Use the **Update** icon to update the lodging costs. Click on the **Update** icon of the first **Lodging/M&IE** record to be edited/modified. The **Update Lodging and M&IE Expenses** page is displayed.

b. Use the **Reset** icon to reset the original per diem rates. To reset a specific **Lodging/M&IE** record, click the **Reset** icon of the desired record. The record is reset to the original per diem rates.

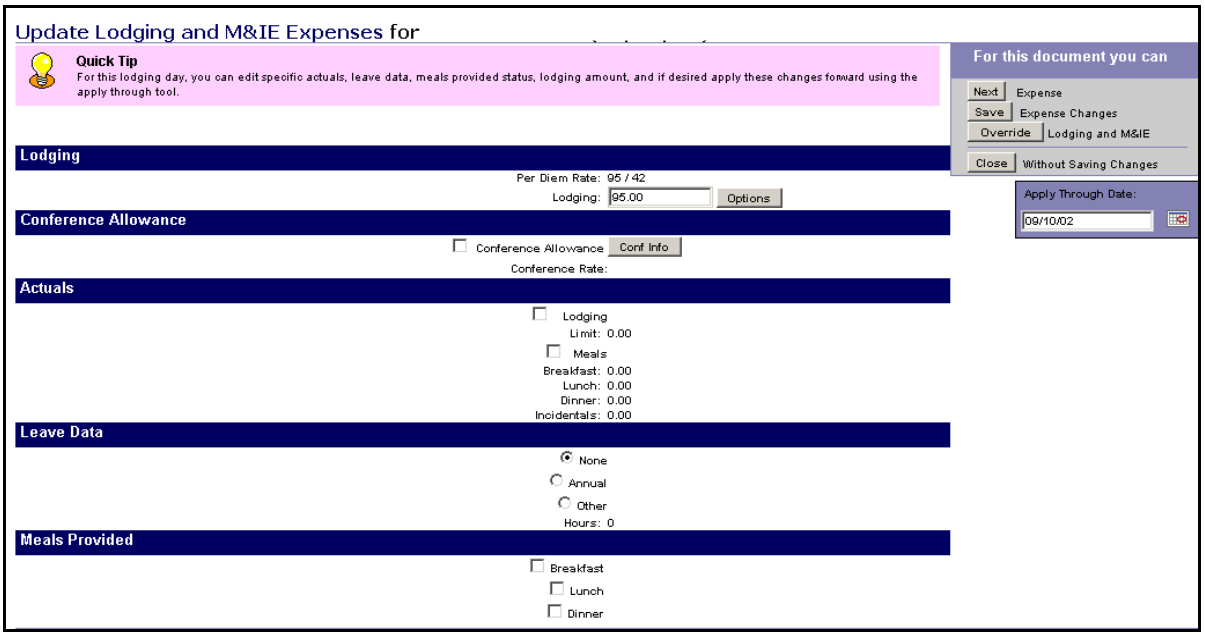
c. Use the **Replicate** icon to copy the lodging expense if the amount for lodging is less than the Travel Manager calculated lodging rate.

d. Click the Reset All **Lodging and M&IE expenses** button, in the For This Document You Can: area in the top right, if actuals or overrides were entered but are unwanted, to return all rates to the per diem amounts.

e. Click the Back button, in the **For This Document You Can:** area in the top right of the page, to return to the **Expenses Entry** page.

f. Use the Continue button, in the **For This Document You Can**: area in the top right, to continue to the **Other Authorizations** page.

1. When changes are necessary, click on the **Update** icon next to the first date to view details that may be changed. The **Update Lodging and M&IE Expenses** page is displayed.



2. All changes made to the **Update Lodging and M&IE Expenses** record are made on this page.

3. Changes can be applied to a specific day, or to a range of days by entering an end date in the **Apply Through Date** field under the **For This Document You Can:** area in the top right. The changes made on the displayed record will be made to all records through the date entered.

   a. To override any Lodging and/or M&IE costs, click the Override **Lodging and M&IE** button, in the For This Document You Can: area in the top right.

   b. Enter Actuals by clicking in the **Lodging** and/or **Meals** check boxes in the **Actuals** area. . Enter actual lodging amounts in the **Lodging** field of the **Lodging** area at the top of the page.

   c. If leave is taken during the travel, it can be indicated in the **Leave Data** area. When Annual is selected eight hours is defaulted. If more than 4 hours of leave is taken, the traveler is not entitled to meals and lodging costs for that day

   d. If meals are provided for a traveler at no cost, the appropriate box should be marked to indicate the meals that will be provided in the **Meals Provided** area. Travel Manager will deduct the cost of the meal being provided from the traveler's M&IE amount for that day.

e. The conference allowable is up to125%. Click the **Update** icon next to the Lodging/M&IE costs to be changed. Check **Conference Allowance** on the **Update Lodging and M&IE Expenses** screen. Click **Conf Info** button. Type 125 in the **Rate** field. Type the sponsoring Agency in the Agency field. Click **Save Conf Allowance**. The **Update Lodging/M&IE Expenses** screen is displayed. The conference rate has been calculated and the amount appears in the **Conference Allowance** area, **Conference Rate**. Type the conference rate amount into the **Lodging** cost field. Click **Save Expense Changes**.

f. Use the

Expense button, in the **For This Document You Can:** area in the top right, to go forward to the next day's costs.

g. Use the

Expense button, in the **For This Document You Can:** area in the top right, if available, to go back to the previous day's costs.

NOTE:

An '*****' will appear in the ***Special*** column for each day that actuals or leave data is entered. An '**X**' will appear in the B, L, or D column indicating the meal is being provided that day.

125 will appear in the % column indicating the use of a conference rate for that day.

4. Click the **Save**

button in the **For this Document you can:** area in the top right. The **Lodging/M&IE** page is displayed again showing the summary of all **Lodging** and **M&IE** charges.

5. Click the

button in the **For this Document you can:** area in the top right. The **Other Authorizations** page is displayed.

H. OTHER AUTHORIZATIONS

1. There are only two ways to access the **Other Authorizations** page. There is no direct link on the **Document Toolbar** on the left side of the page, as there is for all other pages within the authorization document.

2. To access the Other Authorizations page, click the

button, in the **For this Document you can:** area in the top right corner from the main **Lodging/M&IE** page, or click the **Other Authorizations Details** link, located in the middle of the **Document Summary** page

3. The following is a sample list of available **Other Authorizations**. Browse the list to determine if and/or what approvals are necessary for the document. To select a specific other authorization for the document, click on the name of the **Other Authorization** in the **Master List of Other Authorizations**. The other authorization will be removed from the list and will be placed at the bottom of the page in the **Other Authorizations for Current Document** area. This will allow entry of any additional information required for approvals.

4. For a **foreign travel document** to properly post in SAP, it is vital that the authorization created has, "Foreign Travel Authorized" added to the document.

NOTE:

An **Other Authorization** with double asterisks indicates additional information is required. After selection, the other authorization must be opened to enter the justification.

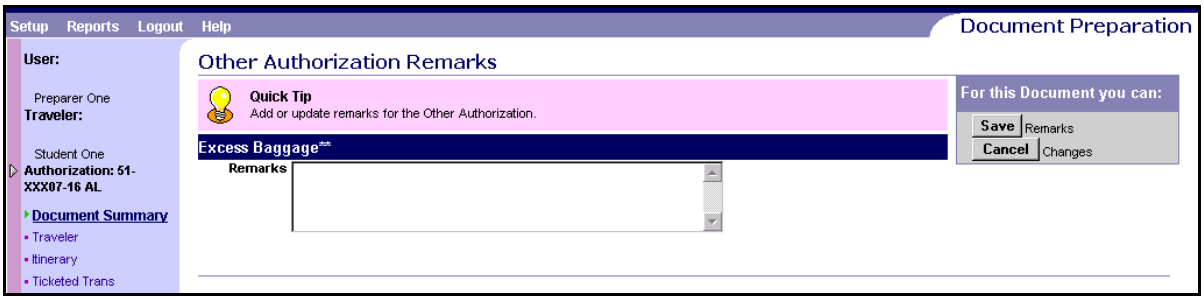
An **Other Authorization** that is in UPPER CASE will bring conditional Reviewers into the routing for the document (not currently being used).

For example, if 1st CLASS MODE** is selected, the conditional reviewer who handles first class approval will be added to the routing list when the authorization is stamped and signed. The double asterisks indicate additional information must be entered to justify the first class seating.

Master List of Other Authorizations
1ST CLASS MODE **
Aboard US Vessel **
Actual Lodging **
Actual M&IE **
AIRCRAFT: CONTRACTOR OWNED **
AIRCRAFT: SEE REMARKS **
BUSINESS CLASS MODE **
Conference Allowance - Non NASA
Contract Hotel **
COTR APPROVAL **
Driver or Pilot - ID passengers **
Excess Baggage **
Extended Foreign/Non-Foreign % **
Extended TDY
FOREIGN TRAVEL AUTHORIZED
Gov't Vehicle Authorized
INVITATIONAL TRAVEL **
LABOR MANAGEMENT MEETING
Leave or personal days taken **
LOA COST/LOA NO COST **
Lowest Price Contract Carrier Not Used**
Military Personnel Lodging **
Military Personnel Meals **
Military Personnel Traveler **
Other 1 (additional area for comments)
Other 2 (additional area for comments)
Passenger - Identify Driver/Pilot **
PERMISSIVE TRAVEL
Pers'l Pref: Commercial Transp.
Pers'l Pref: Privately Owned
Pers'l Pref: Rental Acquired
POV Advantageous **
PRE-EMPLOYMENT INTERVIEW
PROGRAMMATIC TRAVEL **
Registration Fee Entitlement **
Rental Car: Non-Economy **
RUSSIAN TRAVEL AUTHORIZED
SOS Medvac **
Special Needs for Traveler/Attendant **
SPONSORED IN-KIND TRAVEL **
SPONSORED REIMBURSABLE TRAVEL **
Taxi at TDY Authorized
Variations Authorized **
Vicinity Mileage Authorized

Other Authorizations on Current Authorization

4. Click on the link of the item selected from the **Other Authorizations on Current Travel Authorizations** area. The **Other Authorization Remarks** page is displayed. Provide justification for the **Other Authorization** in the Remarks field.

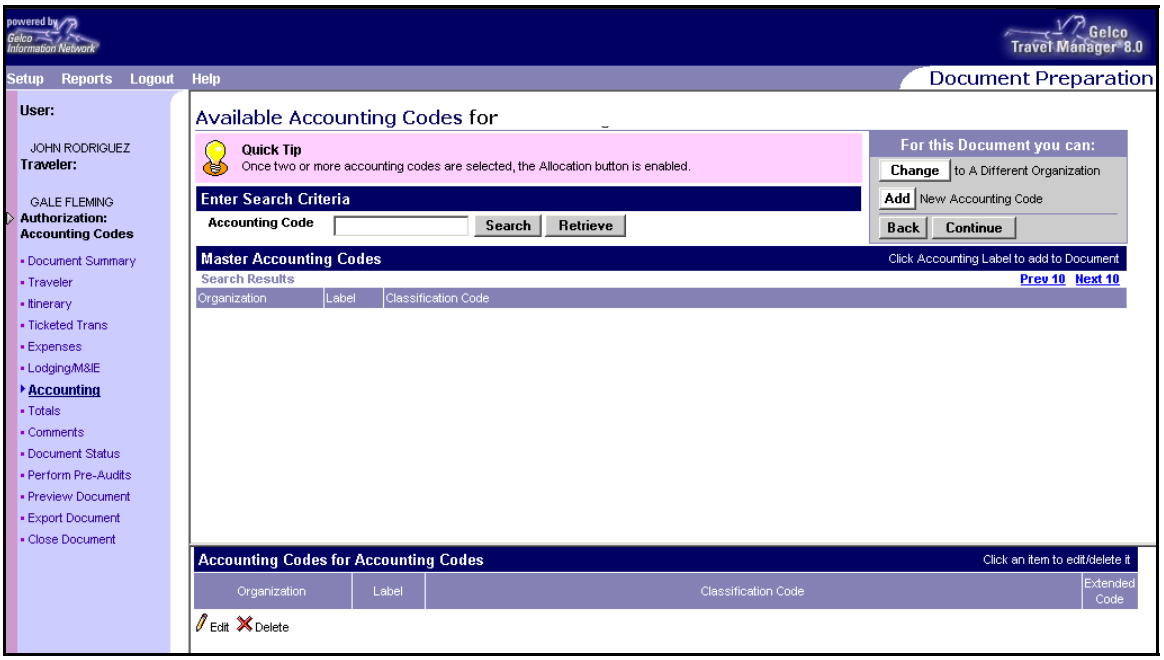


5. Click the **Save Remarks** Save button in the **For This Document You Can**: area in the top right. Remarks are saved and the **Other Authorizations** page is displayed again.

6. Click the Continue button in the **For This Document You Can**: area in the top right. The **Available Accounting Codes** page is displayed.

I. ACCOUNTING

Accounting codes for your organization will no longer be displayed in the **Master Accounting Codes** area in the center of the page. Accounting codes will be stored at the center level, and not at the organization level.

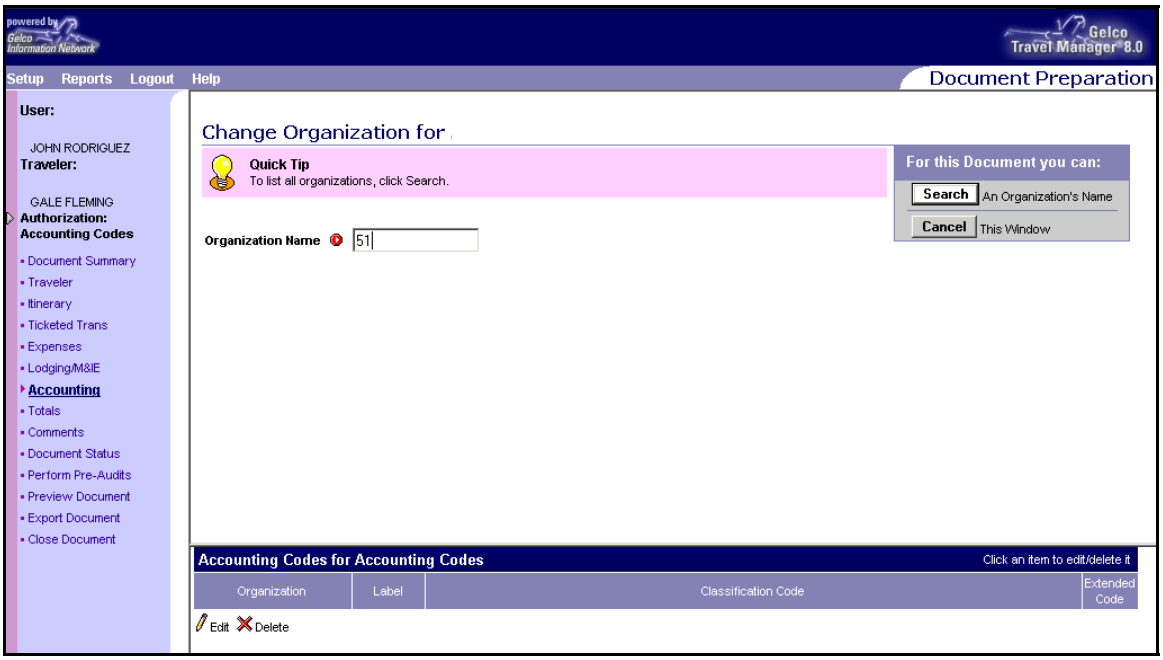


NOTE:

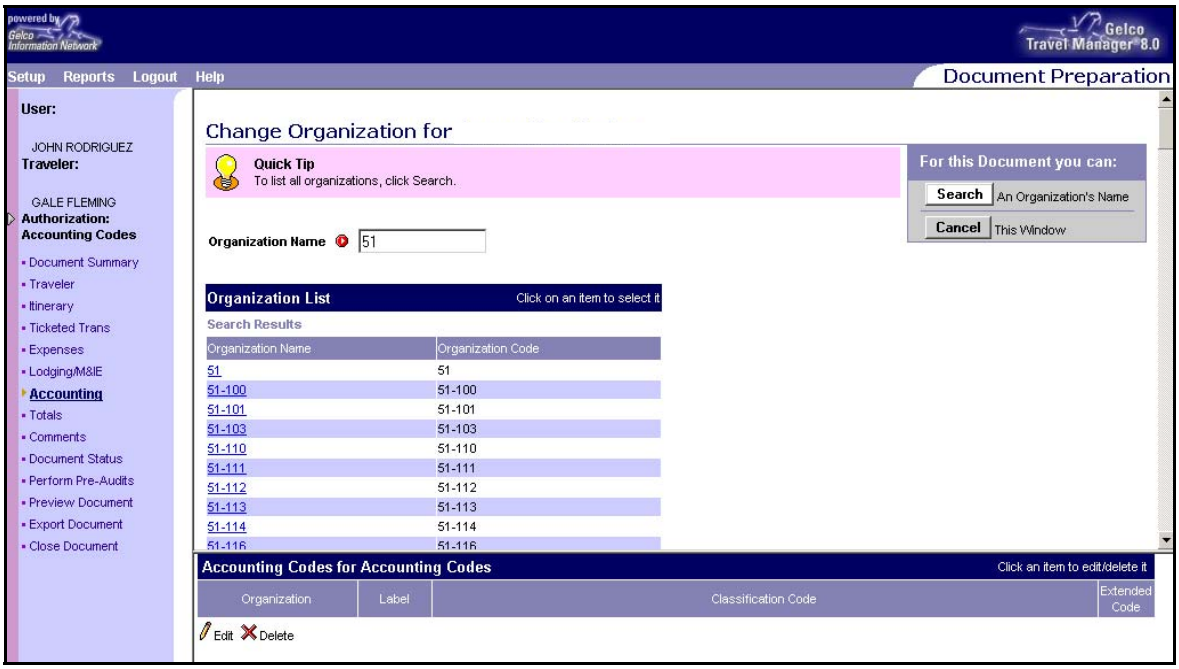
Every account code has an accompanying accounting label. The Accounting Code Label will display the valid combinations of FCS elements extracted from Core Financial. For more information regarding accounting codes, please refer to the travel manager website at http://travelmanager.gsfc.nasa.gov

1. To select an accounting code, click the Change to a **Different Organization** button, in the For This Document You Can: area in the top right of the screen.

2. Next, enter the center ID, **51**, for Goddard, and hit the Search **An Organizations Name button** in the For This Document You Can: area.

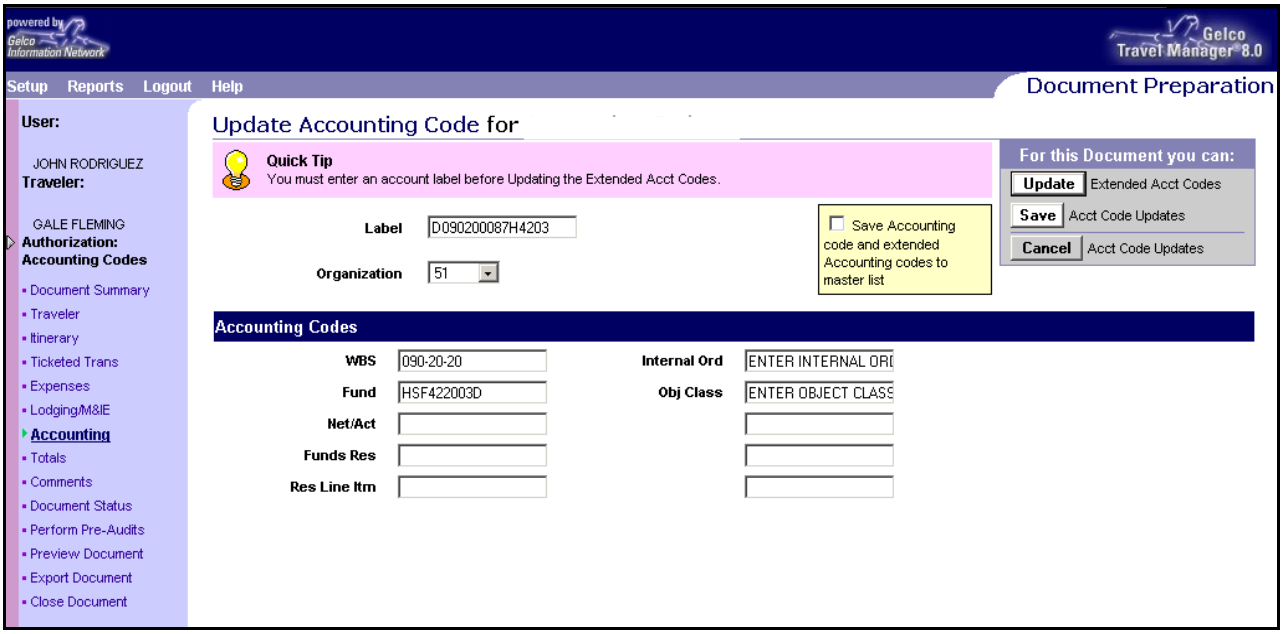


3. Once the page reloads, click on the **51**, under organization name at the top of the list, and a list of accounting codes will be displayed.



4. Navigate through the list of available accounting codes by using the Prev 10 and Next 10 Prev 10 Next 10 buttons. Select the desired accounting code by clicking on the label. The accounting code that you selected will be displayed in the Accounting Code for window at the bottom of the screen.

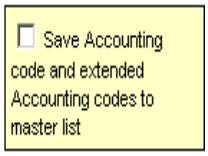
5 Once the accounting code is selected, the preparer must update the accounting code by clicking on the **Pencil Icon** .



6. Next enter in the **Internal Order and Object Class** code. Once the two required elements have been completed click the Save **Acct. Code Updates** button in the For This Document You Can: area in the top right of the screen.

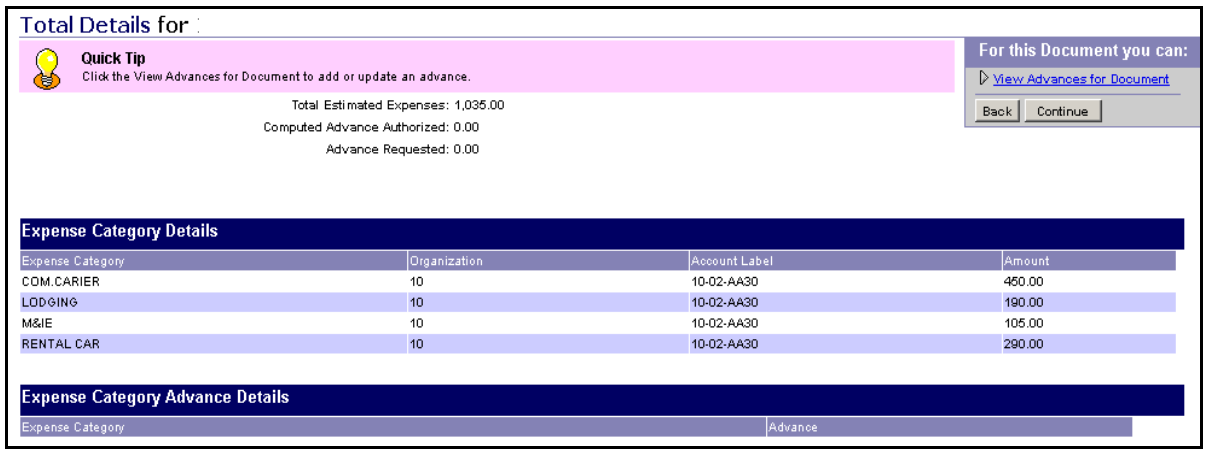
NOTE:

Never place a check in the yellow box, Save Accounting code and extended Accounting codes to master list. Most users will not have the ability to check this box. By checking this box, you may compromise the integrity of the accounting code, causing various problems down the road.



J. TOTALS

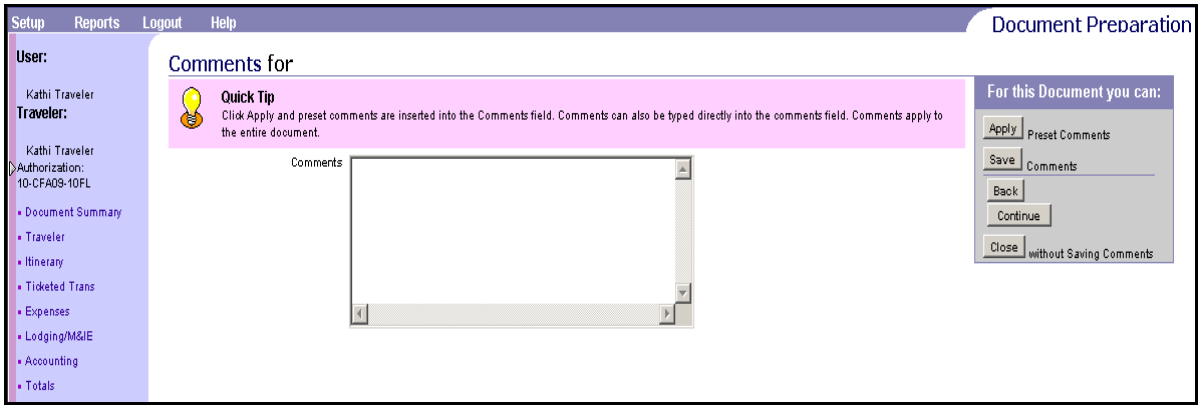
The **Total Details** page displays a summary of the costs and the accounting codes that will fund the travel. If an amount exists in the **Computed Advance Authorized** area, it is because this document is for a traveler without a charge card. All travelers have been configured in the system indicating that all have charge cards. If a traveler *does not* have a charge card and wants an advance you will need to contact the Help Desk to have the traveler profile charged. This is a cash advance from the Travel Office and will be deducted from the voucher if the advance is requested and indicted on the document. This is **NOT** an **ATM** advance.



1. Click the Continue button, in the **For This Document You Can**: area in the top right, to advance to the **Comments** page.

K. COMMENTS

The main **Comments** page will display the comments that were entered on the **Itinerary** page.



1. If "Voucher due 5 days after completion of your trip" is not in the comments box, click the Apply **Preset Comments** button, in the **For This Document You Can**: area in the top right. Enter any other necessary comments after the preset comments.

NOTE:

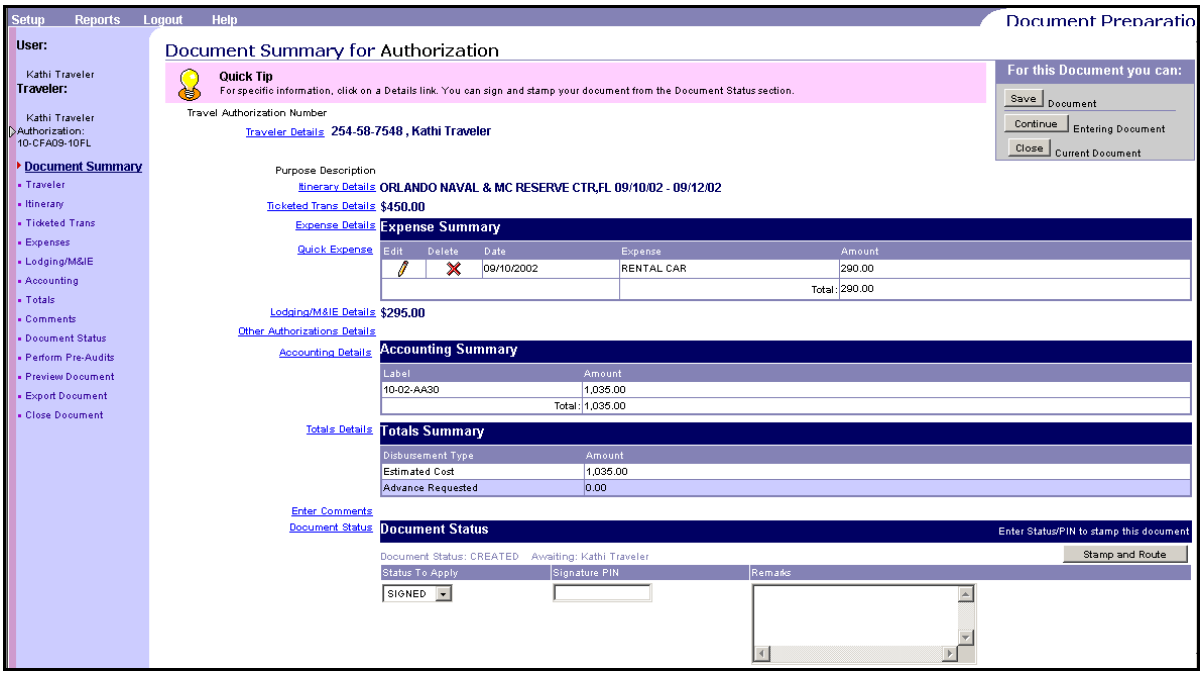
Click the Preset button, to the right of the Comments box, before typing additional comments. All comments will be erased and replaced with the preset comments when the Preset button is clicked.

This comment box will be a vehicle for the preparer and traveler to communicate with the approvers, reviewers, and travel office. Please provide information regarding any special requests that have been made on the documents such as: actuals, meals provided, annual leave.

6. If comments are entered, click the Save **Comments** button in the **For This Document You Can:** area in the top right. The **Document Summary** page will displayed.

L. DOCUMENT SUMMARY

On the **Document Summary** page you can view the summarized travel authorization. Any item on the request can be selected from this page for further review prior to stamping and routing.

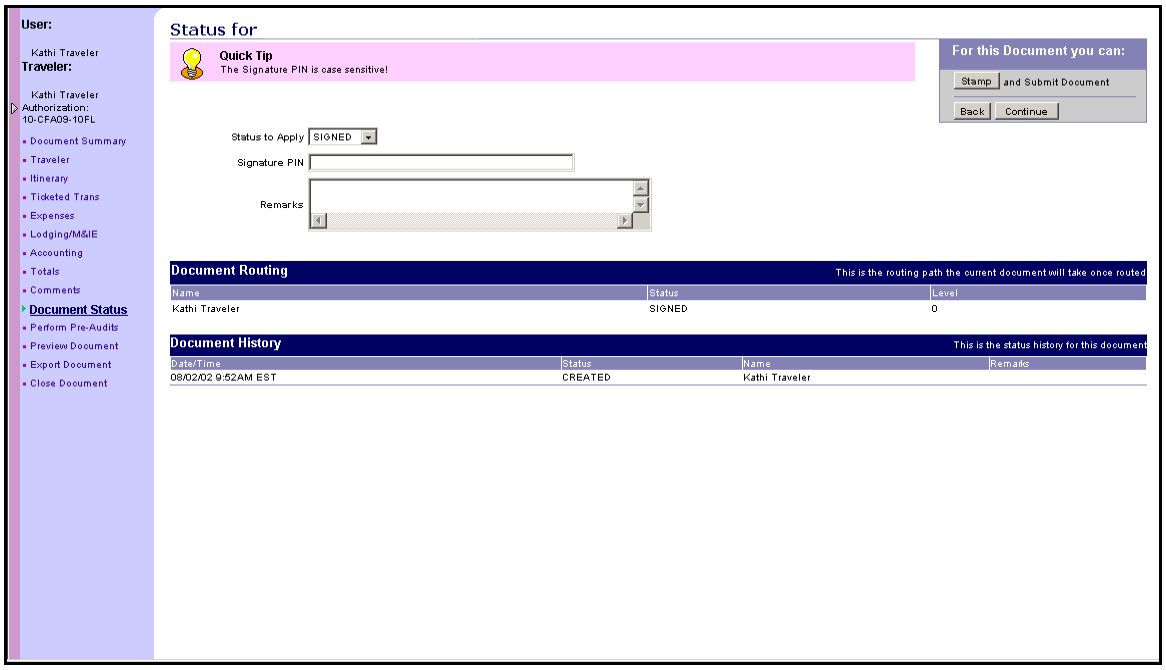


1. When the document has been completed and reviewed, now it can be signed, stamped, and routed.

2. Click the **Document Status** link, on the **Document Toolbar** on the left side of the page to display the **Status** page.

M. DOCUMENT STATUS

The **Status** page is the page that allows you to stamp the travel authorization prior to routing.



1. Note the **Status to Apply** value is set to **SIGNED**. DO NOT CHANGE.

2. Click in the **Signature PIN** field and enter the appropriate PIN.

NOTE:

The **Remarks field is to be used by Reviewers and/or Approvers** to note approval or disapproval. Preparer, and traveler *comments should be entered on the Comments page*.

The routing **cannot** be changed after the document has been Signed and routed.

Be sure the correct routing is assigned to the document in use. Click the **Traveler** link on the **Document Toolbar** on the left side of the page, to verify the routing list.

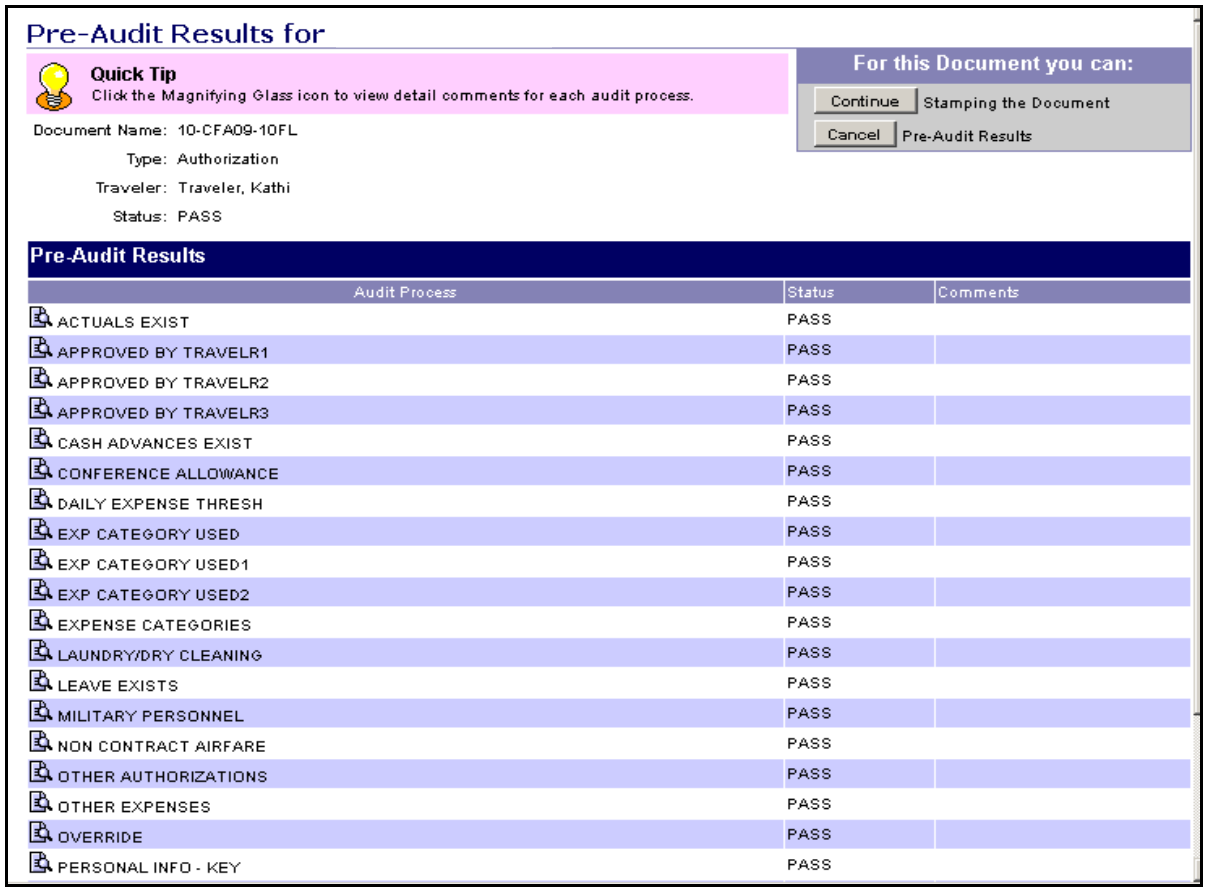
3. Click the

and Submit Document button in the **For This Document You Can**: area in the top right.

4. The **Pre-Audit Results** page is displayed.

N. PERFORM PRE-AUDITS

Travel Manager will automatically audit the document for predetermined "flags". These items are indicated by a "PASS" or "FAIL" status.



a. Review the **Pre-Audits Results** that Travel Manager processes for the Authorization.

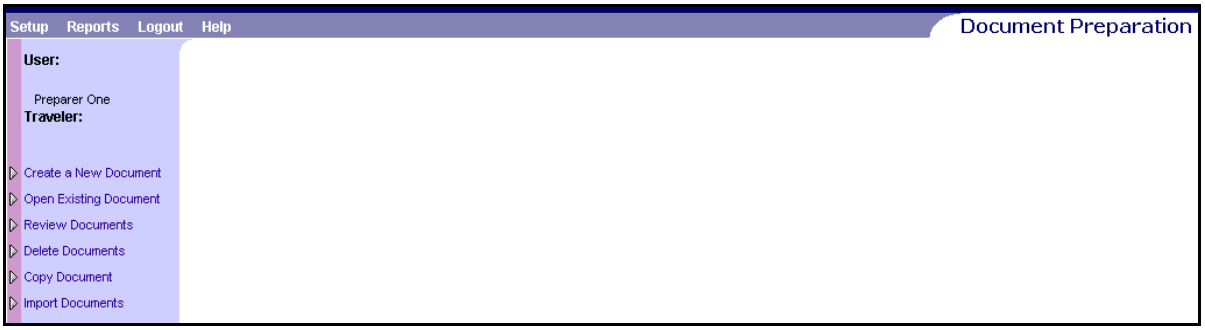
2. If any item needs attention, the word **'FAIL'** will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A **'FAIL'** is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly.

NOTE:

Click the Cancel button, in the **For This Document You Can:** area in the top right, if changes are necessary prior to signing. The document will not be signed and will not be routed. **Open Existing Document** link, on the **Document Toolbar** on the left side of the page, can be used to open the document for update.

Click the Justify **Pre-Audit Results** button, in the **For This Document You Can:** area in the top right to describe any audits that fail and need further explanation. The explanation will be entered in the main Comments Window.

3. Click the Continue **Stamping the Document** button in the **For This Document You Can:** area in the top right. The document is signed and routed. The Travel Manager main page is displayed. No other message is indicated.



4. An e-mail notification will be sent to the first person in the routing list.

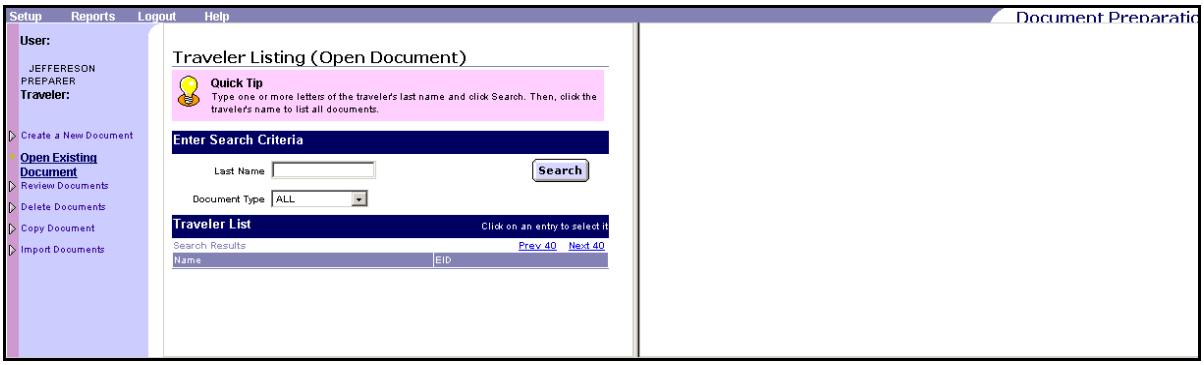
NOTE:

An e-mail notification is sent to the Traveler when the document is stamped **Approved**, **Disbursed**, **NASA CTO Disbursed**, **Returned, Canceled** or **A Travel Agent (CI Travel)**.

O. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

A document can be opened in 'view only' mode. While in 'view only' the document cannot be modified in any way.

1. Click the **Open Existing Document** link on the **Document Toolbar** on the left side of the page. The **Traveler listing (Open Document)** page is displayed.



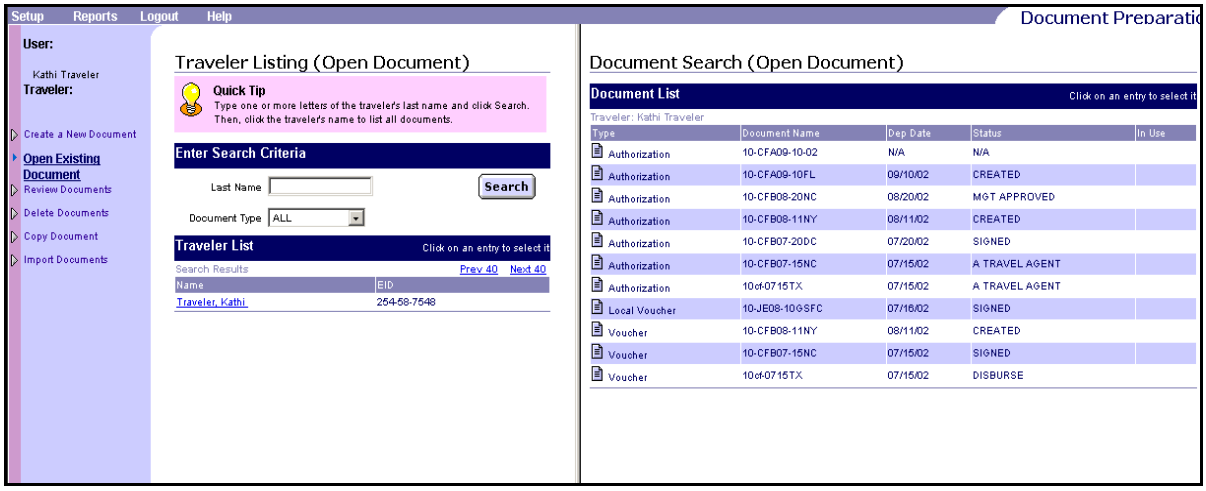
b. Enter one or more characters of the **last name** of the traveler and click the Search button located to the right of the last name field.

c. Click on the name of the desired traveler from the **Traveler List** area. All documents created for that traveler will be displayed in the area on the right.

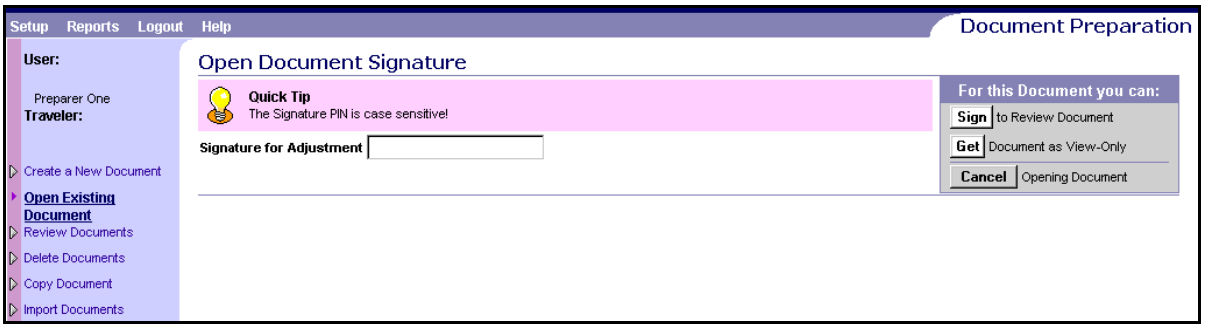
   A. Documents that have been created but not routed will have **CREATED** in the **Status** column.

   B. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED**, **MGT APPROVED, A TRAVEL AGENT, RETURNED, CANCELLED, or DISBURSED**

   C. Documents that have completed processing will have **DATALINK** in the **Status** column.



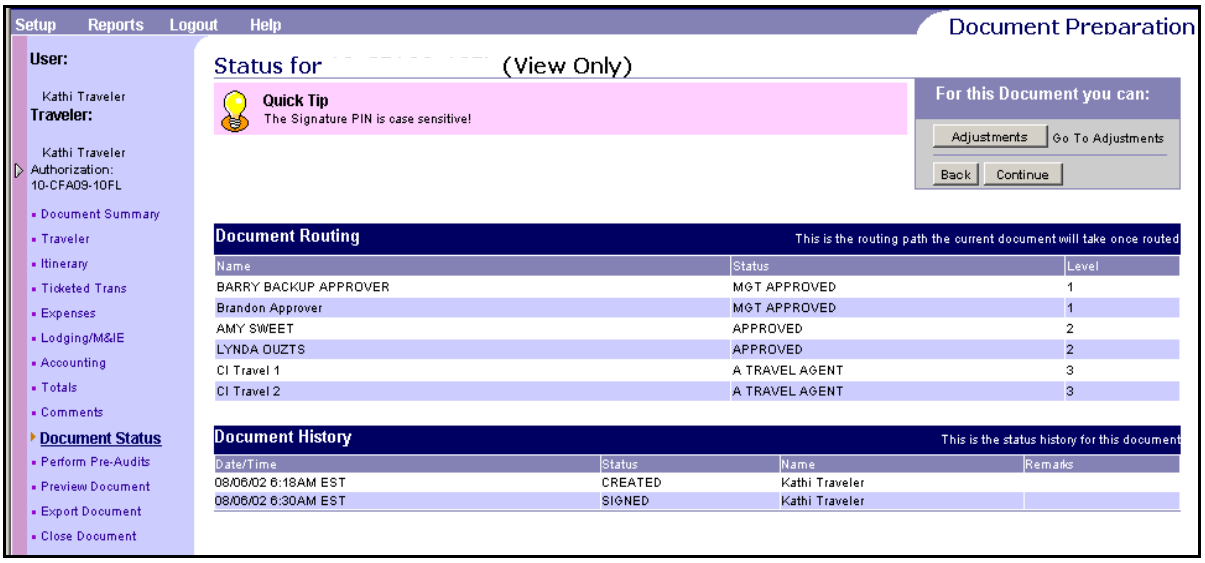
d. Click the **Open Document** icon next to the document to be viewed. The **Open Document Signature** page will be displayed. If the Preparer has not signed the document, the **Open Document Signature** page will not display, and the document will open.



e. From this page a document can be opened as a "view only" or can be opened for adjustment by entering the appropriate signature PIN in the **Signature for Adjustment** field and clicking the Sign **to Review Document** button in the **For This Document You Can:** area in the top right,.

f. Click the Get **Document as View-Only** button in the **For This Document You Can:** area in the top right, to open the document as view only. The **Document Summary** page is displayed.

g. Click the **Document Status** link on the Document Summary page or on the **Document Toolbar** on the left side of the page to view where the document is in the routing process.



h. The **Document Routing** area shows where the document will be routed. The **Document History** area shows where the document has been routed.

i. Click the **Close Document** link on the **Document Toolbar** on the left side of the page, to close the document.

j. If the document was opened in an update mode and adjustments were made, sign and stamp the document, and the document will be routed again using the initial list of Approvers to review and approve the new changes.

P. CREATE NO COST AUTHORIZATION

A no cost Authorization can only be created for specific reasons; reference travel regulations. An example of a no cost Authorization may be when an invitational Traveler will be a passenger in a government car with no expense.

If a no cost Authorization is created, no Voucher is needed. If the Traveler incurs a cost(s) while on travel, a cost Voucher may be created from the Authorization.

a. Select the trip **Purpose** from the drop down list.

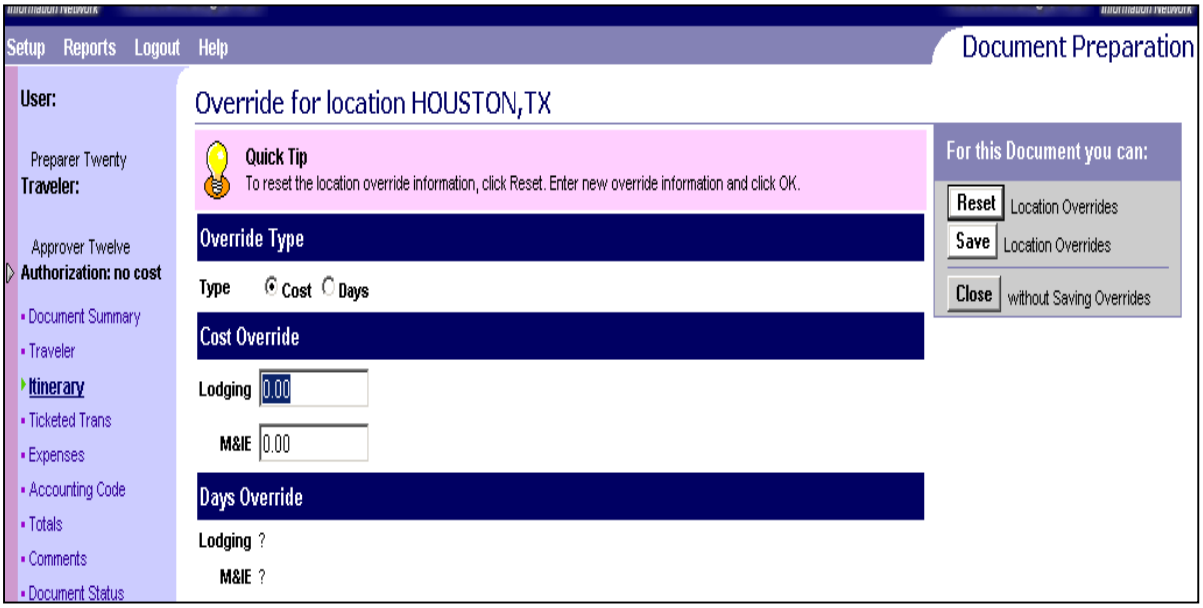
b. Select "**No Cost**" from the **Trip Type** drop down list.

c. Enter the appropriate **Begin** and **End Dates** and all other required information for the trip.

d. Add per diem location

e. From the Itinerary page click

button. The **Overrides** page will be displayed.



f. Select the override type; **COST**

g. Click in the **Lodging** field and enter $ **0.00**.

h. Click in the **M&IE** field and enter $ **0.00**

i. Click on **Save Location Overrides** button, in the 'For this Document you can:' area, in the top right.

j. Click in the **Comments** field and enter the reason the Authorization is being prepared.

k. Click the Save **Itinerary** button, in the 'For this Document you can:' area, in the top right.

l. Continue processing the document as necessary.

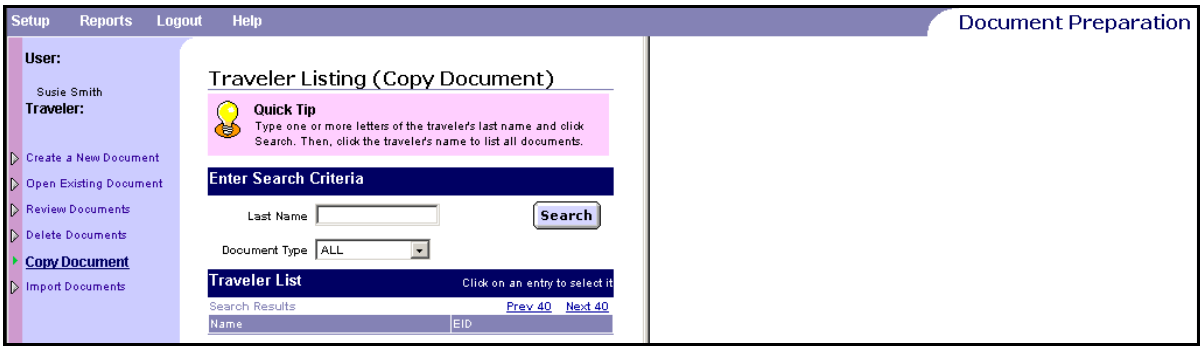
IV. COPY A TRAVEL AUTHORZIATION

This section addresses the steps to copy an existing travel authorization. The document can be renamed and/or the traveler name can be changed.

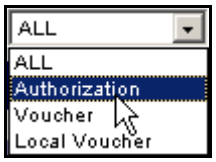
A. COPY DOCUMENT

1. Successfully log into Travel Manager. Than click the **Copy Document** link on the **Document Toolbar** on the left side of the page.

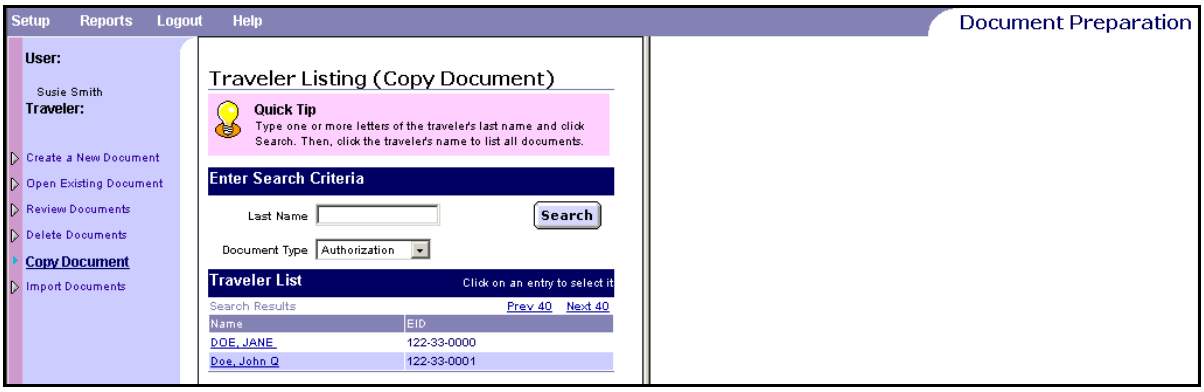
2. The **Traveler listing (Copy Document)** page is displayed.



3. Specify the type of document to copy by selecting the type from the **Document Type** pull down list. Only documents of that specific type will be displayed for copying. "**All**" is the default.

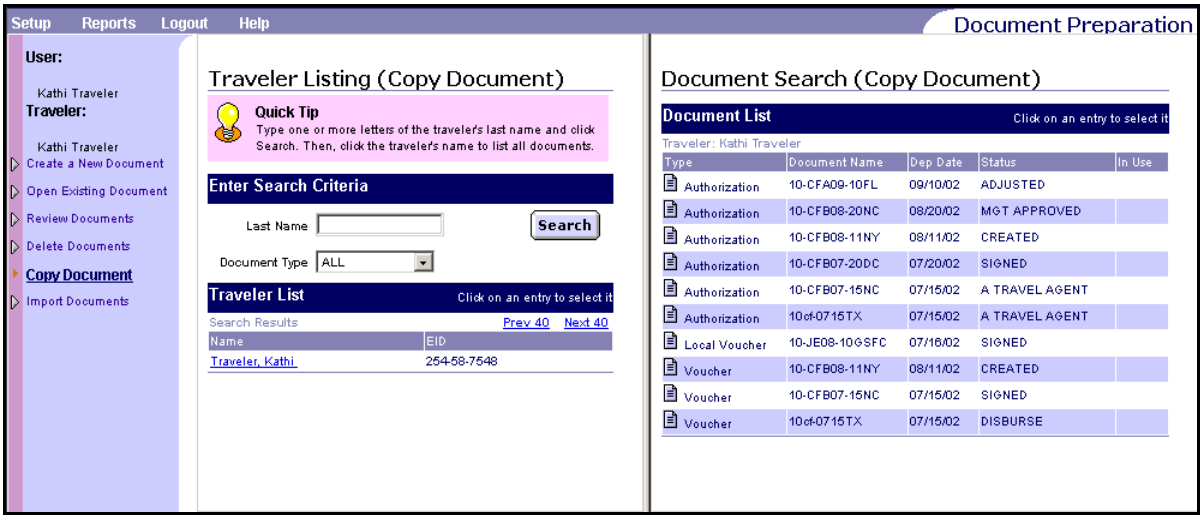


4. Enter the traveler's last name in the **Last Name** field and press the Search button next to the **Last Name** field. A list of traveler names will display on the left side under the **Traveler List** area.

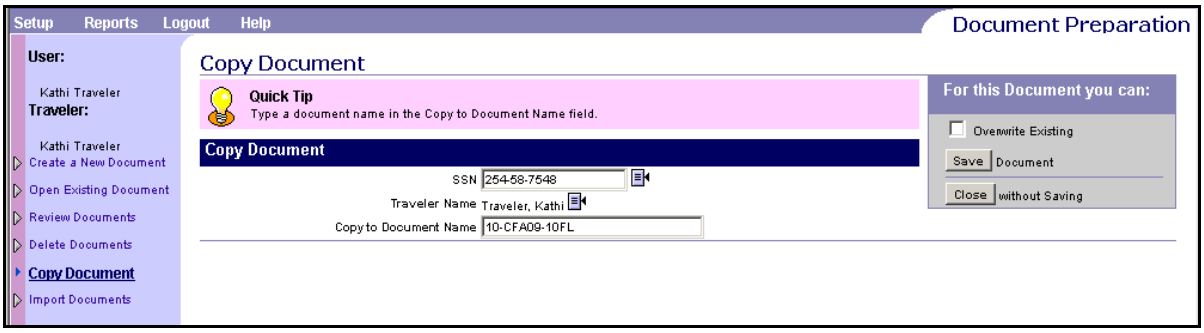


5. Click the **Next 40** and/or **Prev 40** links under the **Search Results** area to page forward and backward through the list of traveler names.

6. Click the **Name** link of the traveler whose travel document is to be copied. All documents created for that traveler will be displayed in the **Document Search (Copy Document)** area on the right.



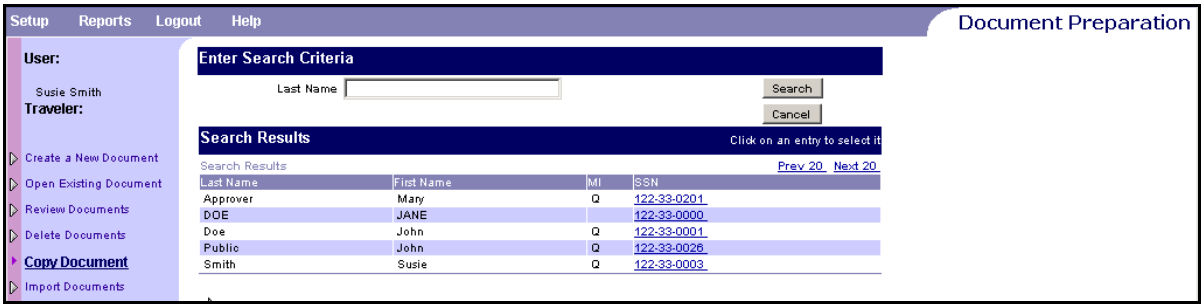
7. Click the **Document** icon of the document to be copied from the list. The **Copy Document** page will be displayed.



NOTE:

Do not use the **Overwrite Existing** check box, in the **For This Document You Can:** area in the top right, unless the document that will be overwritten has not been routed.

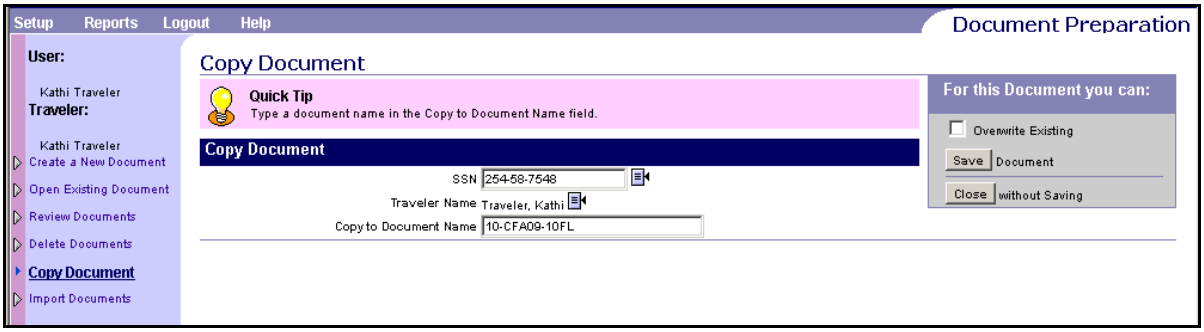
8. Click the **SSN** or **Traveler Name** icons to retrieve the desired traveler's name. The **Enter Search Criteria** page is displayed.



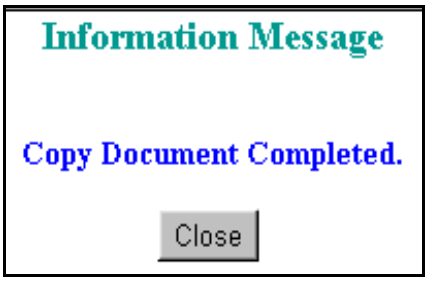
9. Enter the last name or a portion of the last name of the traveler in the **Last Name** field of the **Enter Search Criteria** area and click the

button to the right of the field. The **Search Results** will be displayed again beginning with the last name of the value entered.

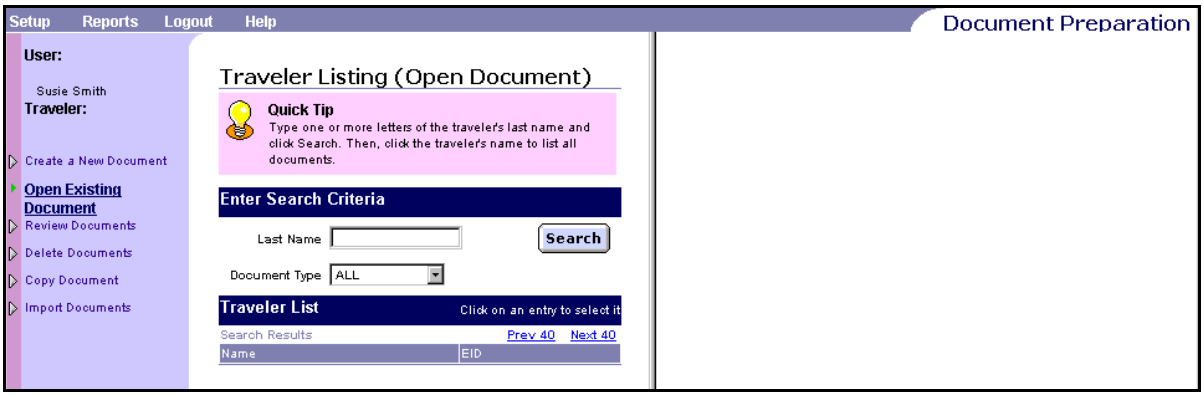
10. Scroll through the list and click the **SSN** link next to the desired traveler's name. The **Copy Document** page will be displayed with the new traveler's name for the document.



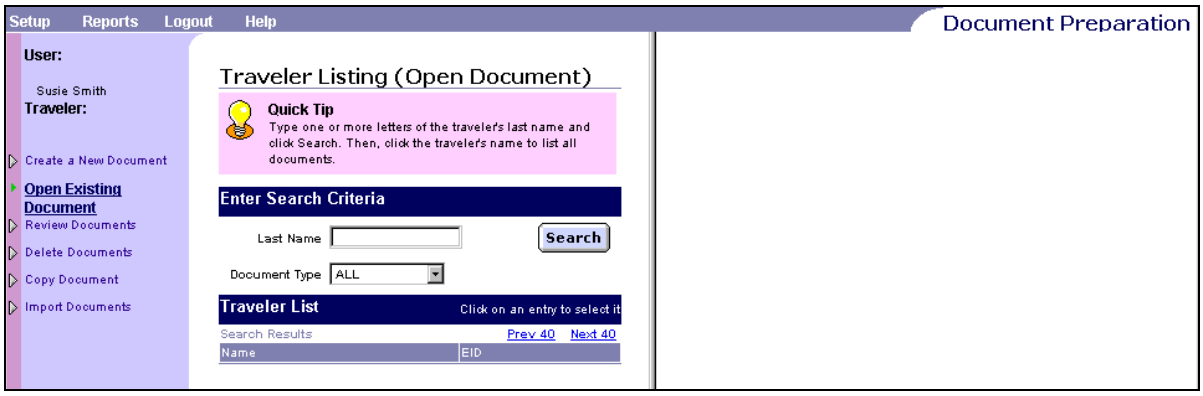
11. Click the Save **Document** button in the '**For This Document You Can:** area in the top right. A pop-up message stating the copy process is complete will be displayed.



12. Click the Close button in the pop-up message window. The **Traveler Listing (Open Document)** page will be displayed again.



B. OPEN THE COPIED DOCUMENT

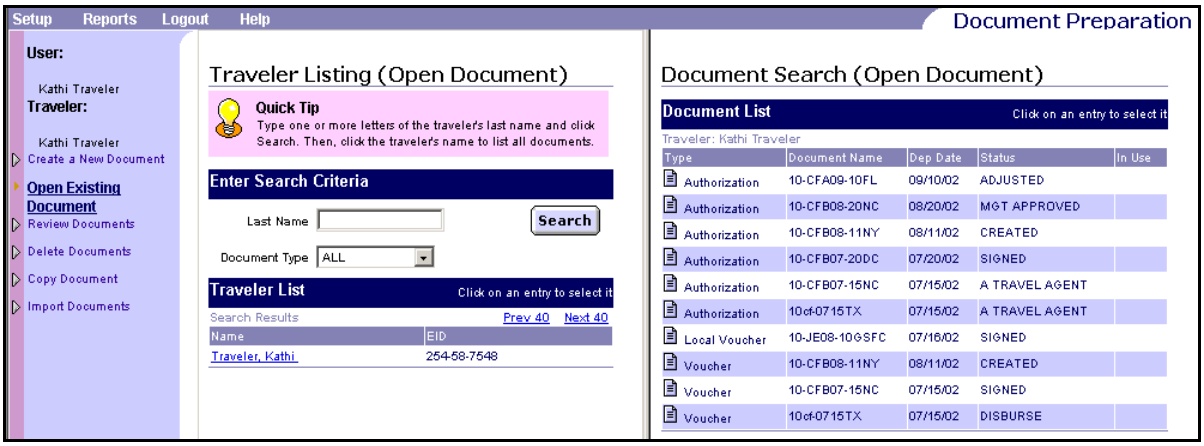


1. Enter the Traveler's last name, or portion of the name, for the desired Traveler in the **Last Name** field of the **Traveler Listing (Open Document)** page.

2. Click the Search button next to the **Last Name** field. All travelers whose last names begin with the last name value entered will be displayed in the **Traveler List** area.

3. Click the **Next 40** and/or **Prev 40** links in the **Traveler List** area to page forward and backward through the list of travelers.

4. Click the **Name** link of the traveler for whom the above authorization was copied. All documents created for that traveler will be displayed in the **Document Search (Open Document)** area on the right.



5. Click the **Document** icon for the Authorization that was just copied. The **Document Summary** page for the copied travel authorization is displayed.

6. The travel authorization is the same as the original except for the following:
   a. Name of the traveler and/or name of document.
   b. Other Authorizations.

7. Make the necessary changes to the new document, save the changes, sign and route the document.

> **NOTE:**
>
> This document can be modified and routed. Make sure all required information is included on the document for each individual Traveler.

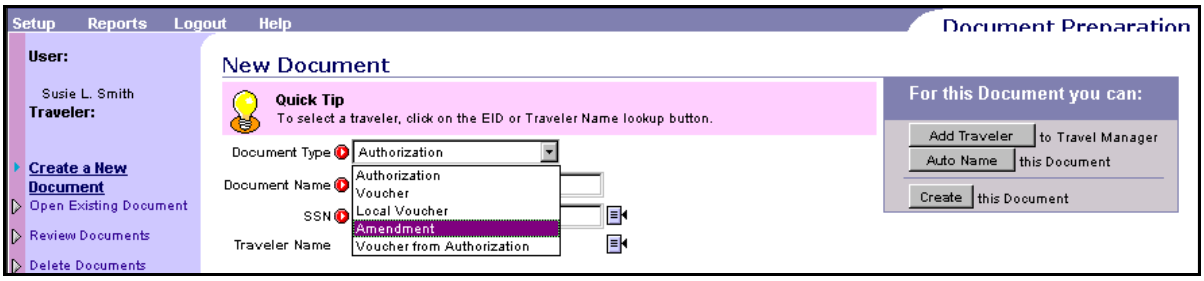
8. Click the Close **Current Document** button, in the **For This Document You Can:** area in the top right, if the document will not be routed at this time.

V. AMEND A TRAVEL AUTHORIZATION

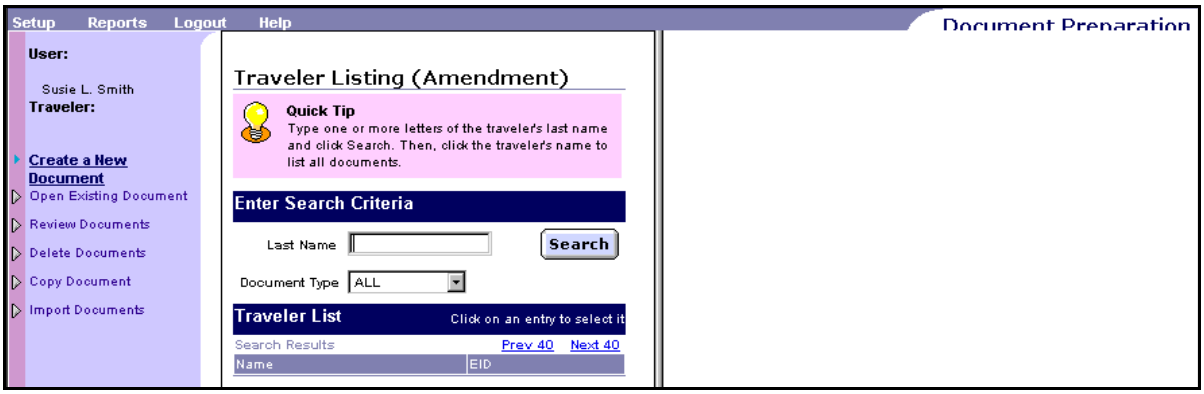
Once a travel document has completed the routing process, Approved modifications can only be made by amending the document. This section covers the steps to amend an authorization.

A. CREATE A NEW DOCUMENT

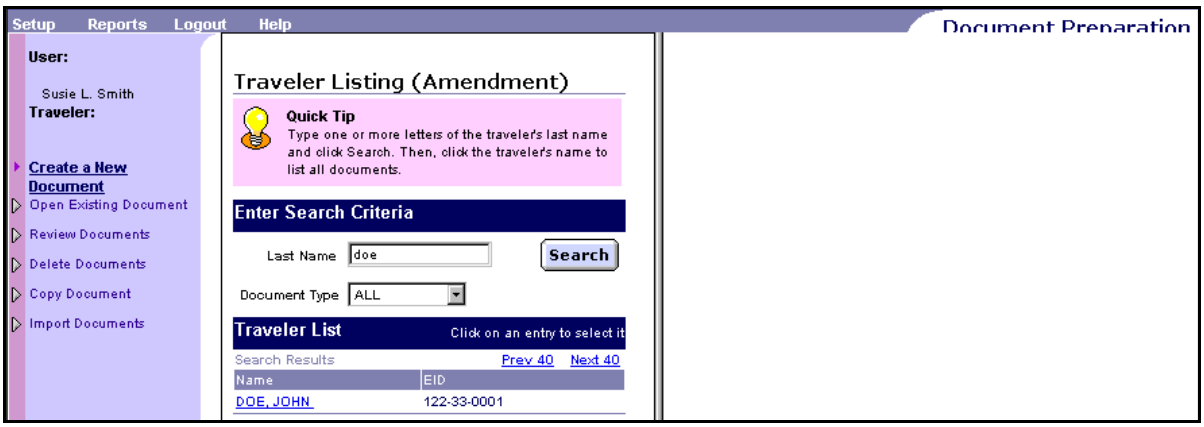
1. Click the **Create a New Document** link on the **Document Toolbar** on the left side of the page. The **New Document** page is displayed.



2. Select **Amendment** from the **Document Type** pull down selection list and click in the **Document Name** field. The **Traveler Listing (Amendment)** page will be displayed.

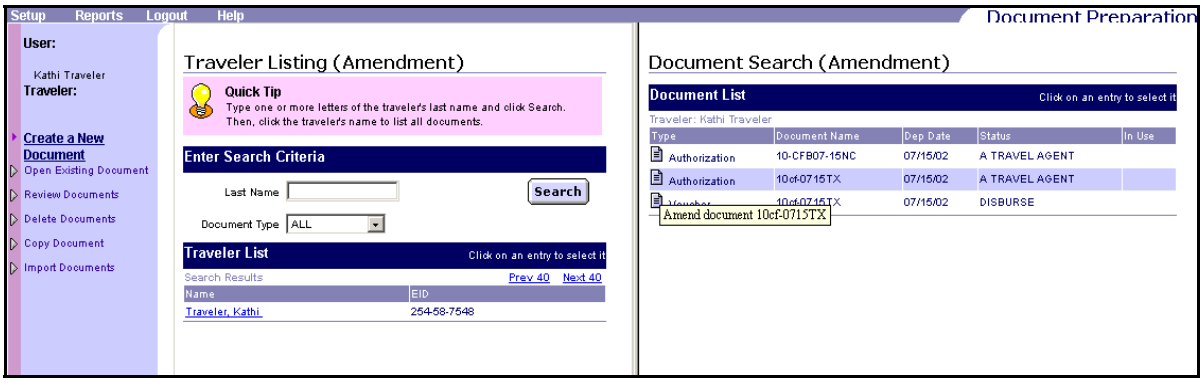


3. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the traveler (or a portion of the name). The **Traveler List (Amendment)** page will be displayed with a list of matching traveler' names on the left side of the page.

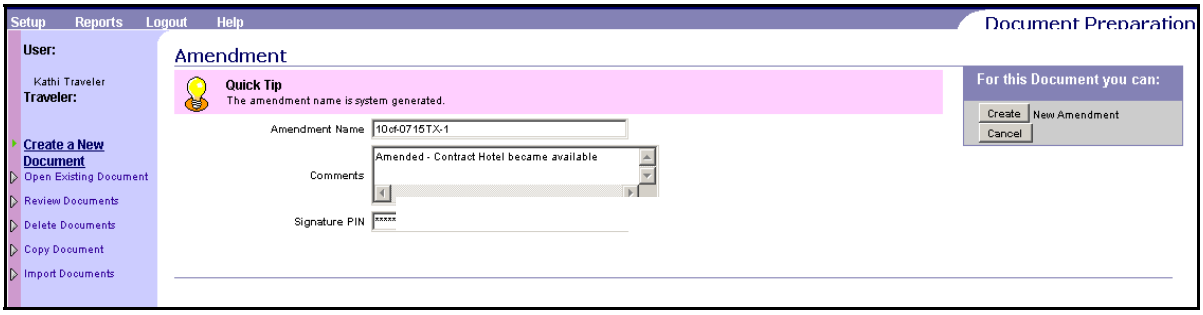


4. Click the **SSN** link of the desired traveler in the **Traveler List** area on the left side of the page. All documents that are available for the selected traveler to amend will be

displayed in the **Document List** in the **Document Search (Amendment)** area on the right.



5. Click the **Open Document** icon of the document to be amended. The **Amendment** page is displayed.



NOTE:

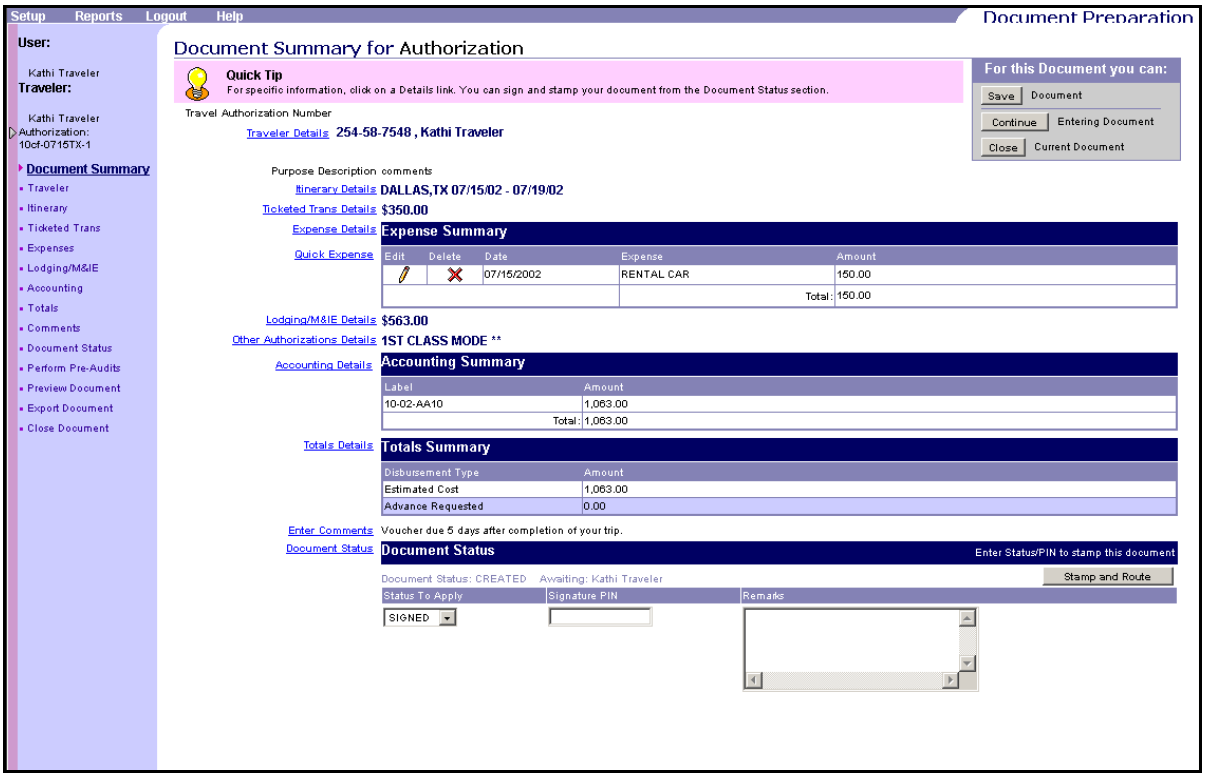
Notice the **Amendment Name** is pre-filled with the name of the original document and the last two (2) characters "-1" are added. Each time an amendment is created for an authorization the number is increased by one (1).

NEVER CHANGE THE AMENDMENT NAME

6. Enter comments in the **Comments** area to explain the reason for amending the original authorization.

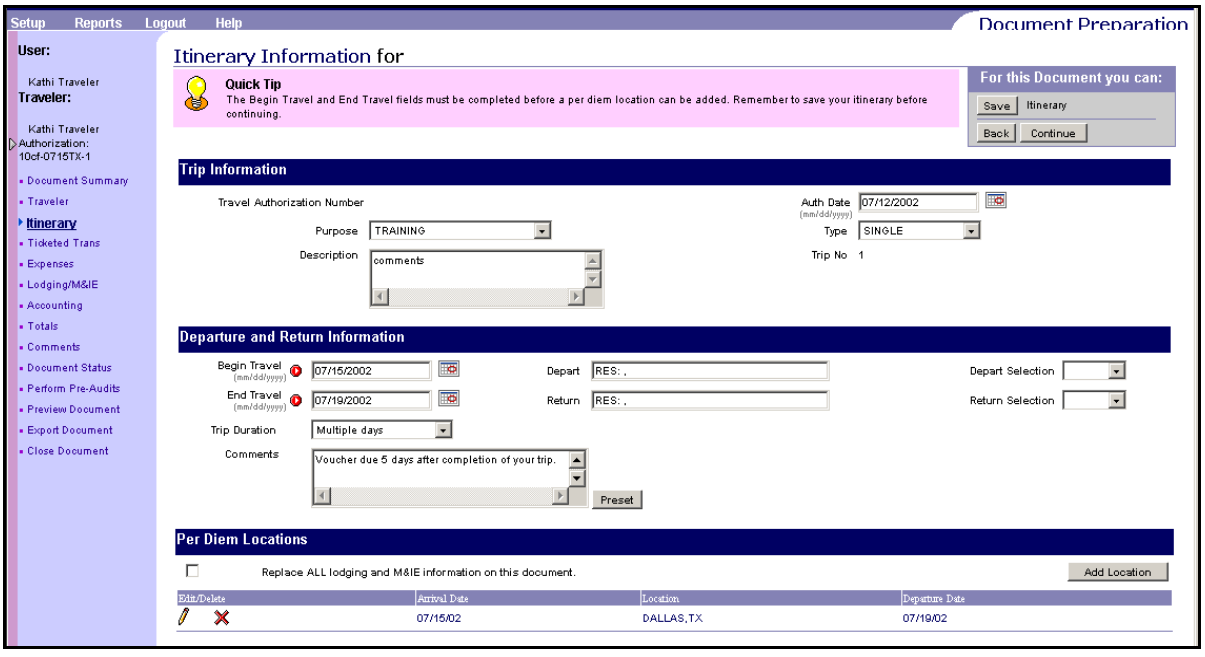
7. Click in the **Signature PIN** field and enter the appropriate PIN.

8. Click the Create **New Amendment** button in the **For This Document You Can:** area in the top right. The **Document Summary** page will be displayed.



9. Click the Continue button, in the **For This Document You Can:** area in the top right, or click on the **Itinerary** link on the **Document Toolbar** on the left side of the page. The **Itinerary Information** page is displayed.

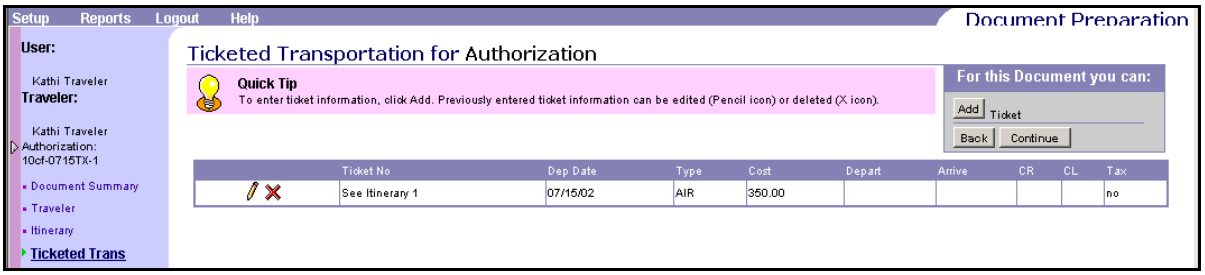
B. ITINERARY



1. Review and make any necessary changes to the itinerary page.

2. Click the Continue button, in the **For This Document You Can:** area in the top right, or click on the **Ticketed Trans** link, on the Document Toolbar on the left side of the page, if any ticket information additions/changes are necessary. The **Ticketed Transportation** page will be displayed.

C. TICKETED TRANSPORTATION



1. Review and make any necessary changes to the ticketed transportation.

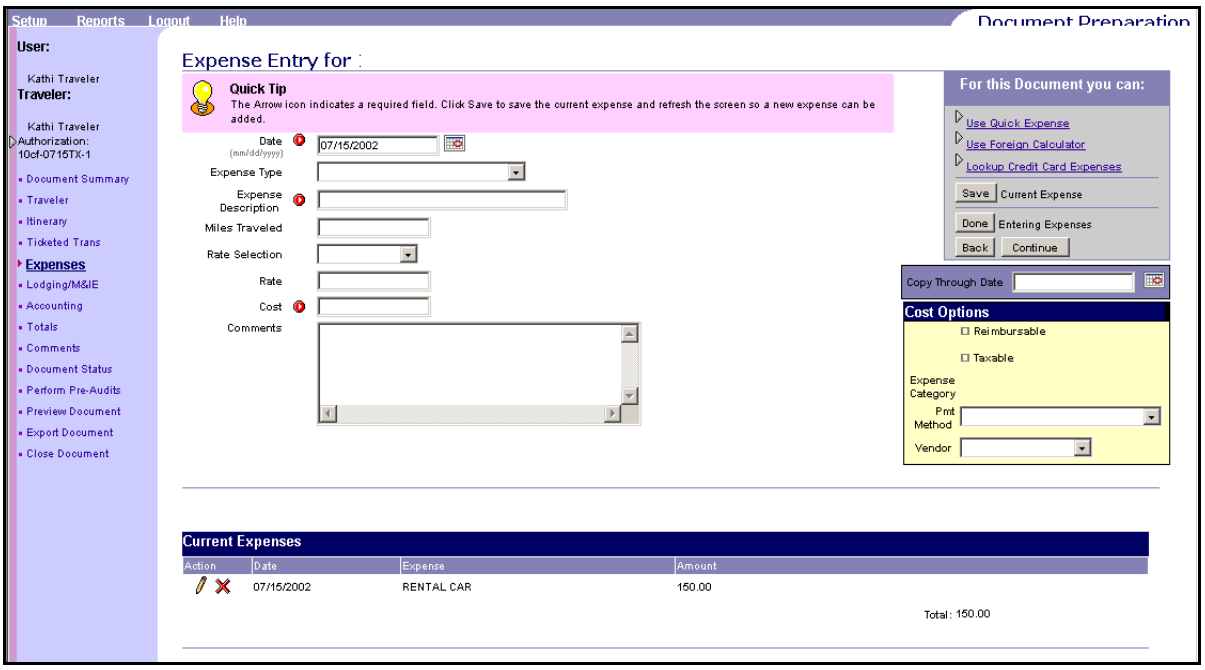
   a. Click the **Update** icon to edit Ticketed Transportation records for necessary changes.

   b. Click the **Delete** icon to delete Ticketed Transportation records, if necessary.

   c. Click the Add **Ticket** button, in the **For this Document You Can:** area in the top right, to add another ticket item if necessary.

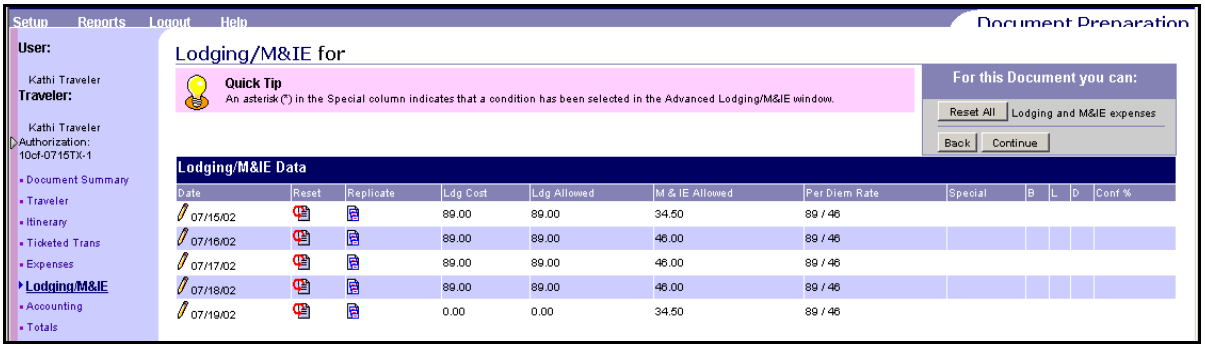
2. Click the Continue button, in the **For this Document you can**: area in the top right, or click on the **Expenses** link, on the **Document Toolbar** on the left side of the page, if any expense additions/changes are necessary. The **Expense Entry** page will be displayed.

D. EXPENSES



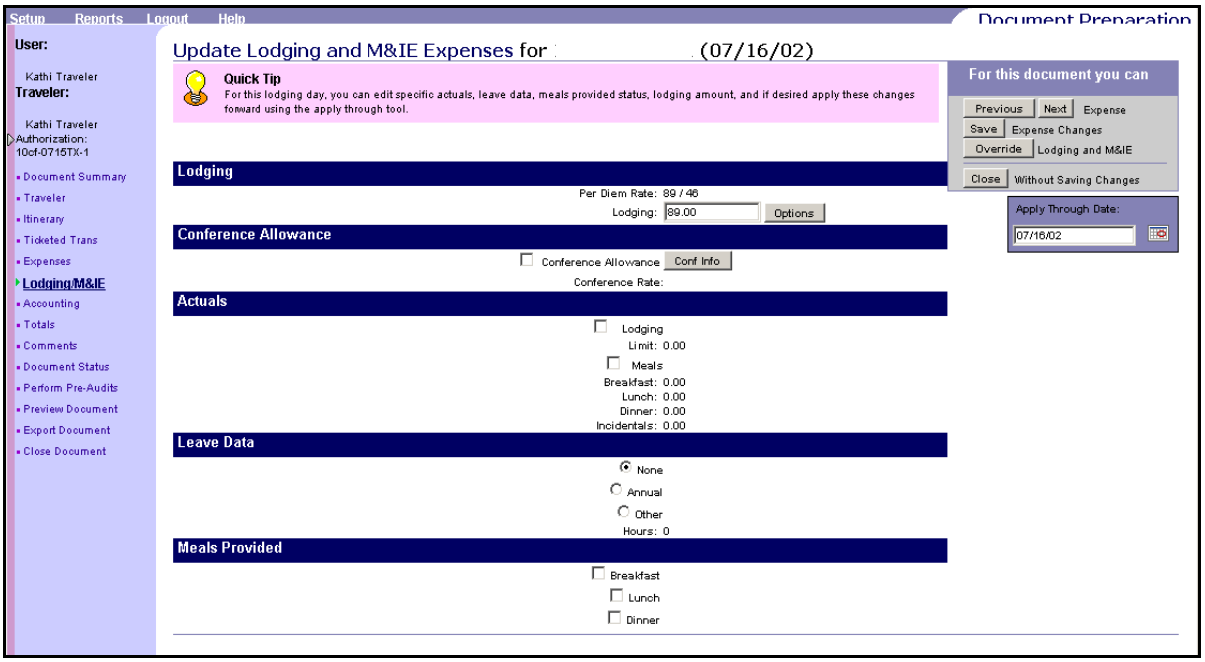
1. Review and make any necessary changes to the expenses.
   a. Click the **Update** icon to edit Expense records for necessary changes.
   b. Click the **X** icon to delete Expense records.
2. Click the Continue button, in the **For This Document You Can:** area in the top right, or click the **Lodging/M&IE** link, on the Document Toolbar on the left side of the page, if any Lodging or M&IE expense changes are necessary. The **Lodging/M&IE** page will be displayed.

E. LODGING/M&IE



1. Review and make any necessary changes to the **Lodging/M&IE** data.

2. Click on the **Update** icon next to the date to modify lodging costs. The **Update Lodging and M&IE** page is displayed.



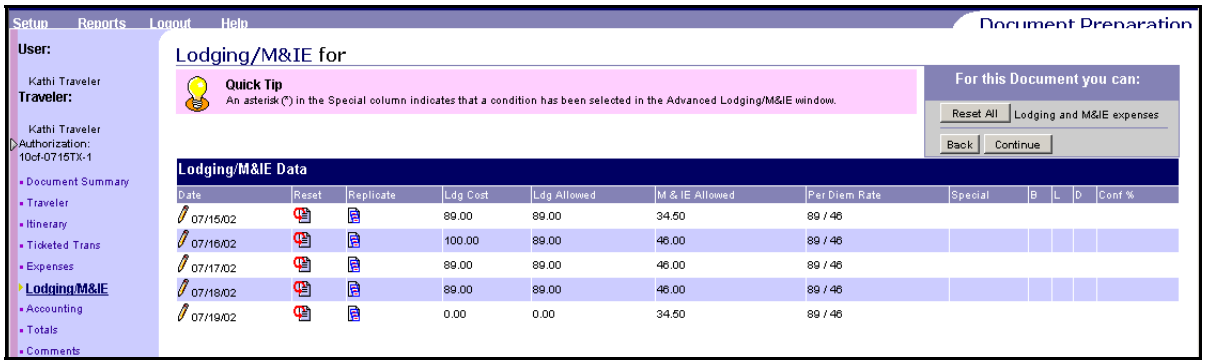
3. Click in the **Lodging** field and change the amount.

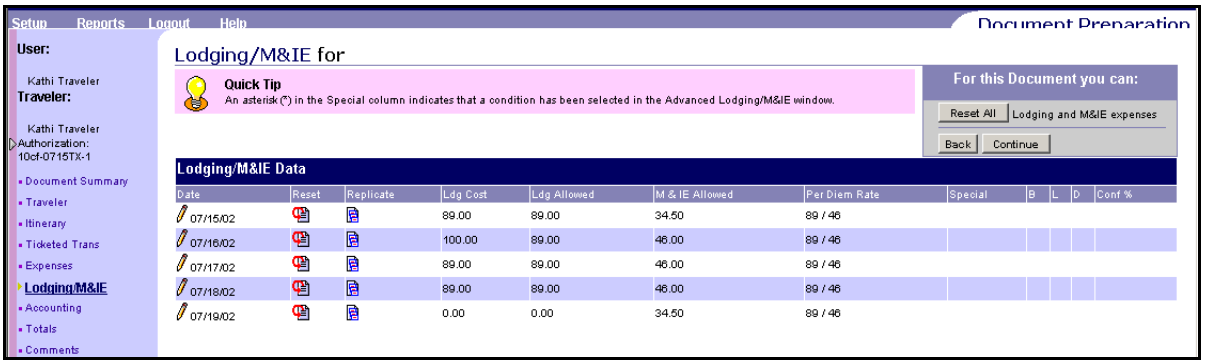
4. Click the Save **Expense Changes** button in the **For This Document You Can:** area in the top right. The **Lodging/M&IE** page will be displayed again. Notice the amount **did not** change. ***Note: The changes will need to be entered twice for the changes to take effect. This is a Gelco known defect and we are currently working with them to alleviate this situation.***

5. Click on the **Update** icon next to the date you need to modify. The **Update Lodging/M&IE** page is displayed.

7. Click in the **Lodging field** and enter the amount.

8. Click the Save **Expense Changes** button in the **For this Document you can:** area in the top right. The **Lodging & M&IE** page is displayed. Notice the amount **did not** change. ***Note: The changes will need to be entered twice for the changes to take effect. This is a Gelco known defect and we are currently working with them to alleviate this situation.***





9. Click the Continue button in the **For this Document You Can:** area in the top right. The **Master List of Other Authorizations** page is displayed.

F. OTHER AUTHORIZATIONS

1. There are two ways to display the **Other Authorizations** page.

   a. By clicking the Continue button, in the **For this Document you can:** area in the top right, of the **Lodging/M&IE** page as shown previously.

   OR

   b. By clicking the **Document Summary** link, on the Document Toolbar on the left side of the page, and then clicking on the **Other Authorizations Details** link, located beside the **Accounting Summary** area of the **Document Summary** page. There is no direct link to Other Authorizations on the Document Toolbar on the left side of the page as for all other areas within the document.

2. The following is a sample list of available **Other Authorizations.** To select a specific **Other Authorization** for the document, click on it. The selected **Other Authorization** will be removed from the list and will be placed at the bottom of the page in the **Other Authorizations for Current Document** area. This will allow entry of any additional information required for approvals and/or will cause the document to be routed to a specific reviewer/approver. See the *Travel Manager 8.0 Agency Standard Procedures Guide* for more information.

NOTE:

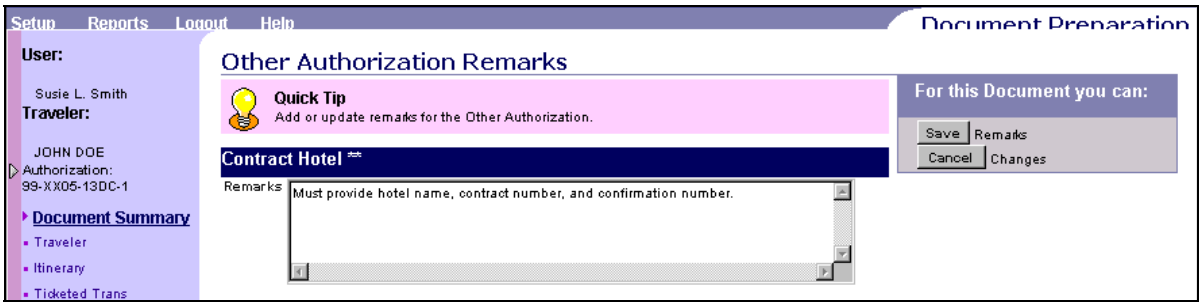
*The **Other Authorizations** with a double asterisk (**) indicates that additional information is required. After selection, the other authorization must be clicked on at the bottom of the page to open a text area to enter additional information.*

*The **Other Authorizations** that are in UPPER CASE will cause conditional routing to occur. For example, if 1st CLASS MODE** is selected, the conditional Approver/Reviewer will be added to the routing list when the authorization is stamped/signed. Since there are double asterisks as well, additional information will need to be entered.*

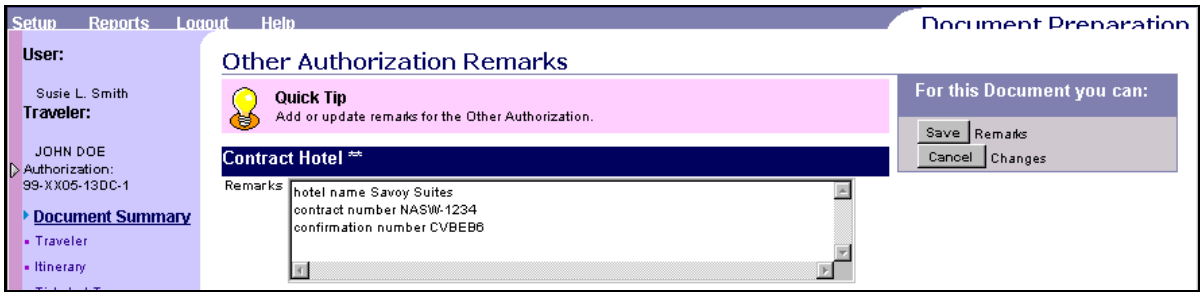
3. Click on **Other Authorization** from the list.

4. The item selected is listed at the bottom of the page in the **Other Authorizations on Current Authorization** area.

5. Click on the **Authorization** required. (For example: Contract Hotel as shown above.) The **Other Authorizations Remarks** page is displayed.



6. Click in the **Remarks** field and enter justification remarks.



7. Delete the initial preset remark "Must Provide". The preset remark is sometimes unnecessary and can make the printed authorization confusing. Note: If the preset remark supplies fill-in fields, then fill in the blanks and do not delete the preset remark. Enter remarks as instructed to justify the other authorizations.

8. Click the Save Remarks button in the **For this Document you can**: area in the top right. The Other Authorizations page is displayed again.

9. Click the Continue button, in the **For this Document you can:** area in the top right, or click on the Accounting link on the Document Processing Toolbar on the left side of the page. The Available Accounting Codes page will be displayed.

G. ACCOUNTING

1. Review and make any necessary changes to the accounting codes. Use the retrieve process described below in steps **a**. through **c**. to add another account code if necessary.

   a. Click in the **Accounting Code** field under the **Enter Search Criteria** area and enter the new accounting code label.

   b. Click the Retrieve button next to the **Accounting Code** field to list it in the Master Accounting Code area.

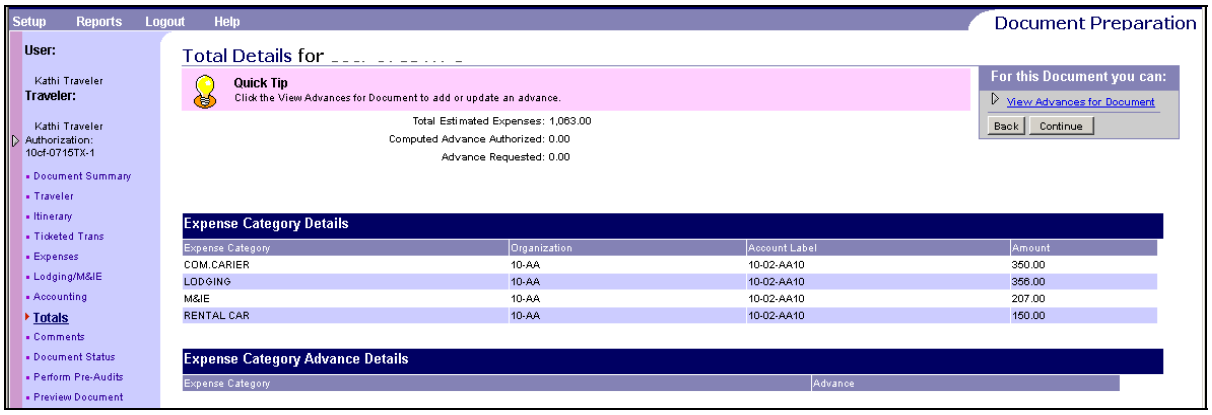
   c. Click the label in the **Master Accounting Code** list to place it in the **Accounting Codes for this Document** area at the bottom of the page.

   d. To add or delete accounting codes, call the Help Desk.

2. If more than one accounting code is funding the travel, an **Allocate** link will be displayed at the bottom of the page to the right of the **Extended Code** column. Click on the **Allocate** link to review the allocation of expenses to ensure proper distribution of funds to the correct account code.

3. Click the Continue button, in the **For this Document you can:** area in the top right, or click on the **Totals** link on the Document Toolbar on the left side of the page. The **Total Details** page is displayed.

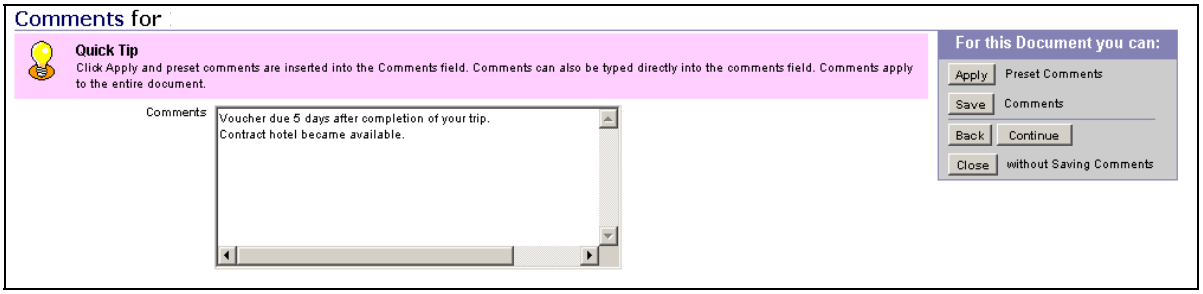
H. TOTALS



1. The **Expense Category Details** area, in the middle of the page, shows the allocations of funds by expense category. An account label in the Expense Category Advance Details area shows if an advance has been requested.

2. Click the Continue button, in the **For this Document you can:** area in the top right, or click on the **Comments** link on the Document Toolbar on the left side of the page. The **Comments** page will be displayed.

I. COMMENTS

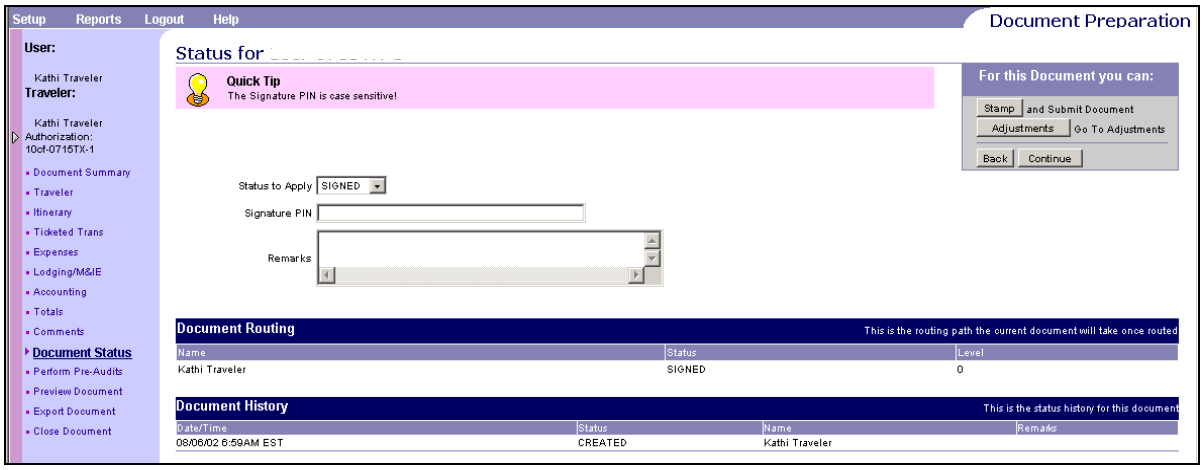


1. Click in the **Comments** field under the existing comments. Enter the detailed description of the reason for the amendment.

2. Click the Save **Comments** button in the **For this Document you can:** area in the top right. The **Document Summary** page is displayed.

3. On the **Document Summary** page, click the **Document Status** link on the Document Processing Toolbar on the left side of the page. The **Status** page is displayed.

J. DOCUMENT STATUS

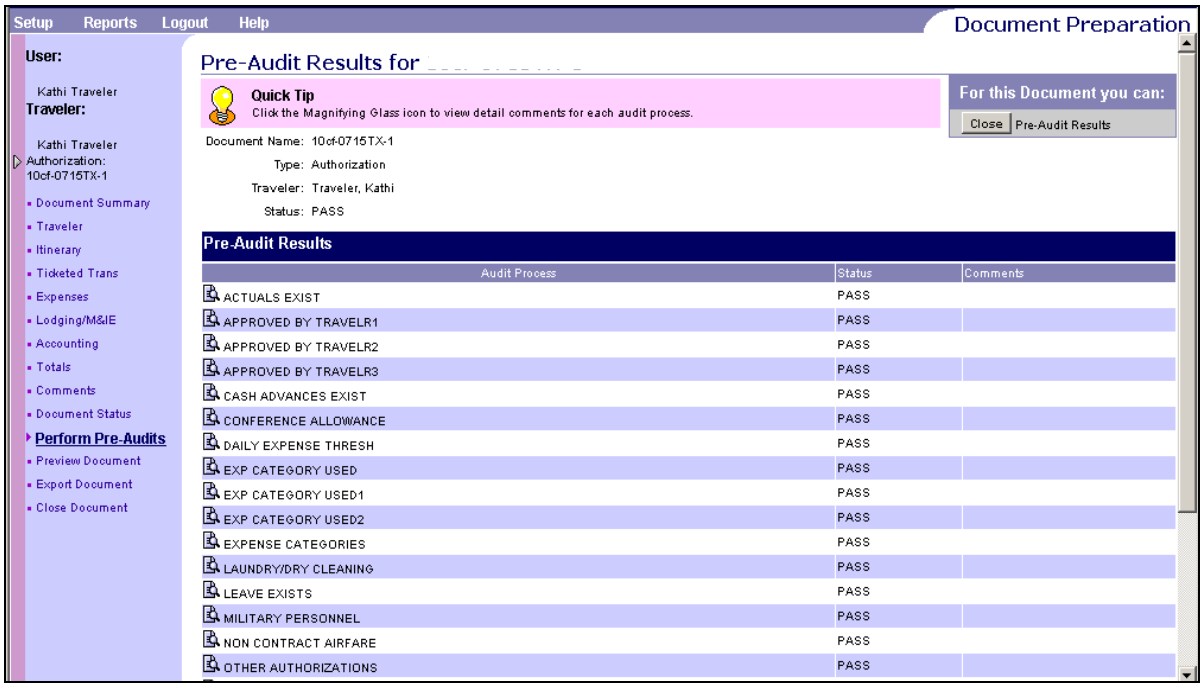


1. The **Status to Apply** is set at **SIGNED**. This is the default status. DO NOT CHANGE THIS VALUE.

2. Click in the **Signature PIN** box and enter the **PIN**.

3. Click the Stamp **and Submit Document** button in the **For this Document you can:** area in the top right. The **Pre-Audit Results** page is displayed.

K. PERFORM PRE-AUDITS



1. Review the **Pre-Audit Results** for the amended authorization.

2. If any audit fails, the word **'FAIL'** will appear in the **Status** column. A comment describing the failure will appear in the **Comments** column. A '**FAIL**' is a flag to draw attention to a particular area of the document to ensure the user has entered and reviewed the data correctly.

NOTE:

If changes are necessary to the document prior to signing click the Cancel **Pre-Audit Results** button in the **For this Document you can:** area in the top right. The document will not be signed and will not route. The document can be modified without adjustment at this time.

If an Audit Process needs explanation, click the Justify Pre-Audit Results button in the **For this Document you can:** area in the top right. The Comments page will be displayed and the explanation may be entered in the text box.

10. Click the Continue **Stamping the Document** button in the **For this Document you can:** area in the top right. The document is complete and has been routed.

An e-mail message will be sent to the first person in the routing list stating indicating that a document requires attention in the Travel Manager System.

NOTE:

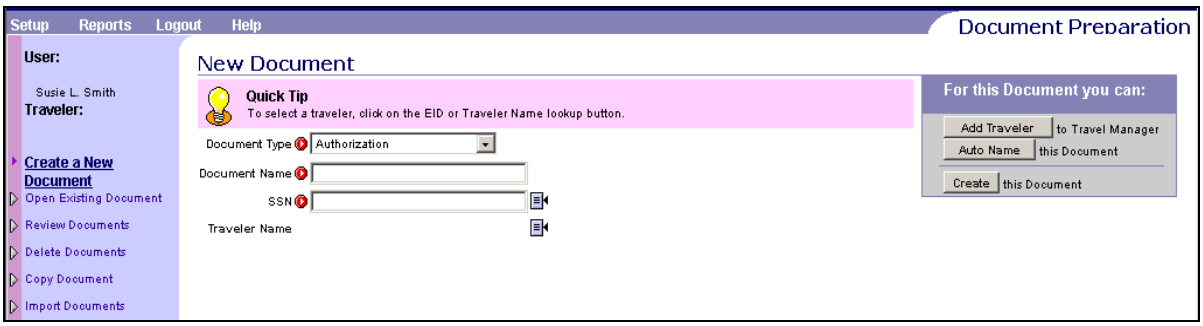
The authorization is approved when the final person in the routing list has stamped the document.

E-mail is sent to the Traveler to confirm the document has been processed.

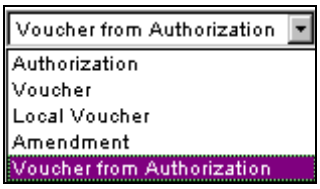
VI. CREATE A VOUCHER FROM AUTHORIZATION

A. CREATE A NEW DOCUMENT

a. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The **New Document** page is displayed.

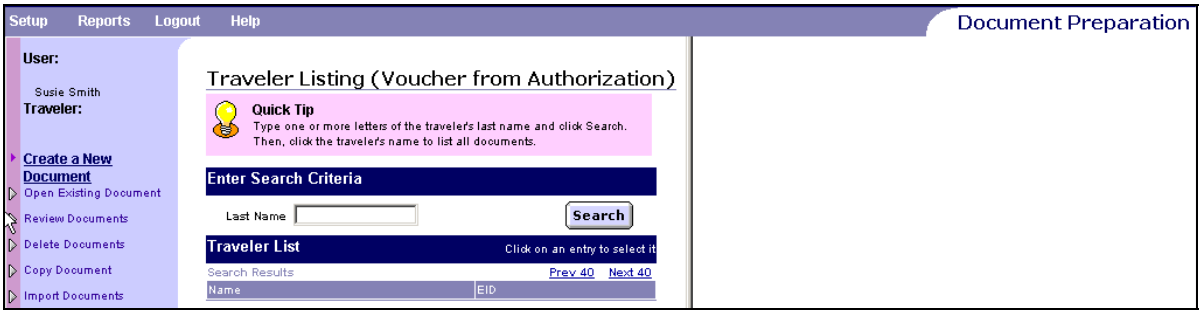


b. Select **Voucher From Authorization** from the **Document Type** pull down list.



c. Click in the **Document Name** field.

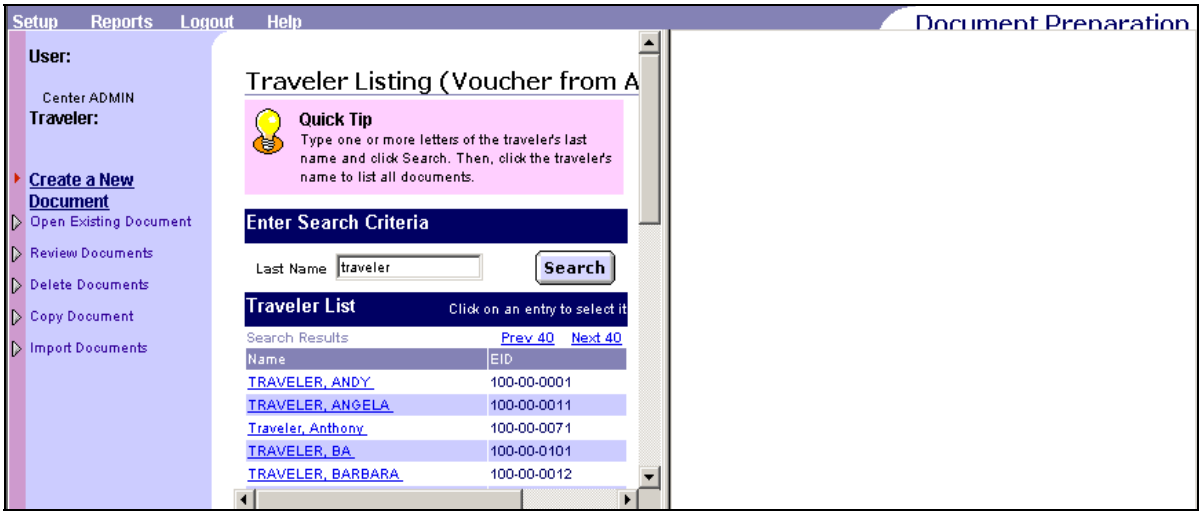
d. The **Traveler Listing (Voucher from Authorization)** page is displayed.



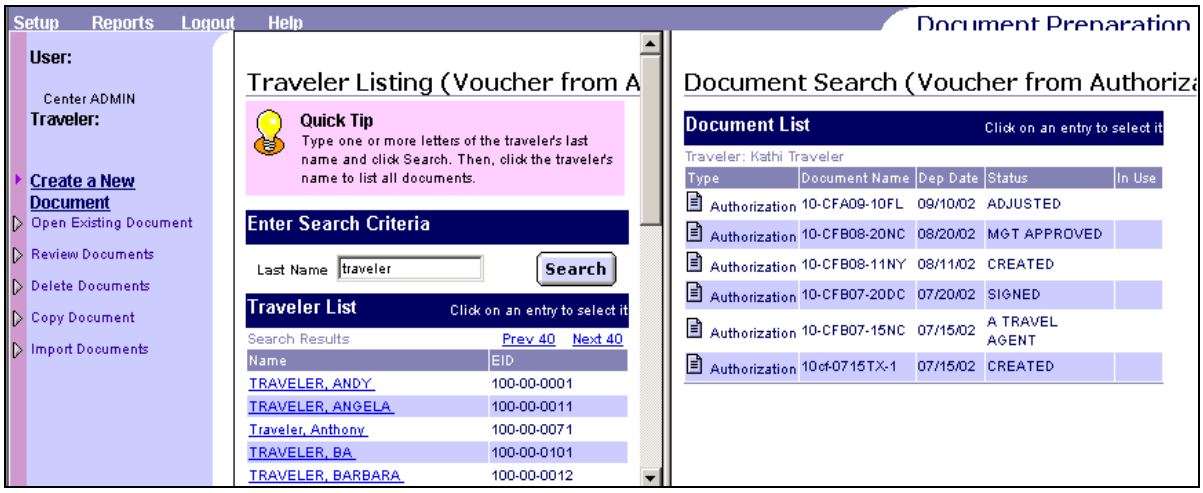
e. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the Traveler (or a portion of the name). Click the

button, beside the **Last Name** field.

f. The **Traveler Listing (Voucher from Authorization)** page will be displayed with a list of Traveler's names. Use the **Prev 40** or the **Next 40** link, located in the **Traveler List** area, if necessary to scroll through the list of travelers.



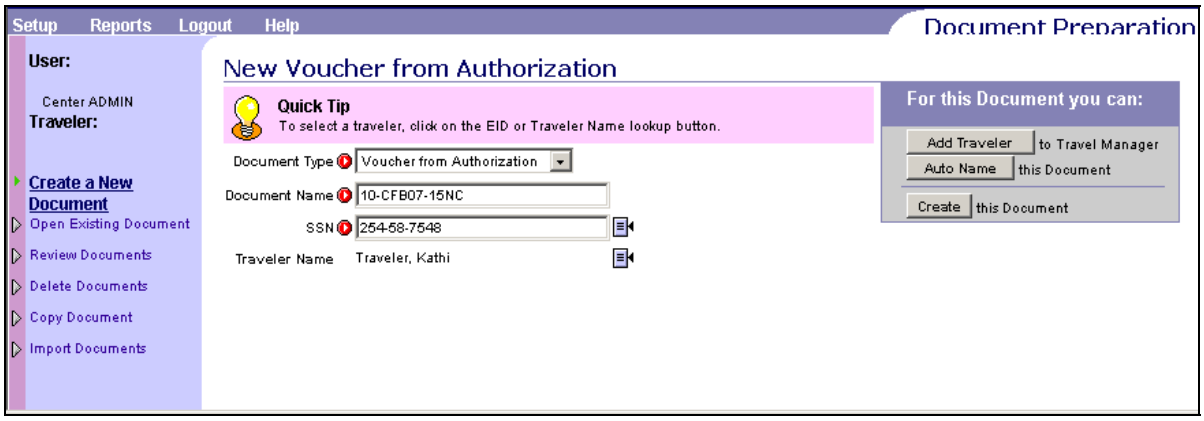
g. Click the **Name** link of the desired traveler in the **Traveler List** area on the left side of the page. A list of authorization documents is displayed in the **Document List** in the **Document Search (Voucher from Authorization)** area on the right.



h. Click the **Document** icon next to the desired authorization from the list. The **New Voucher From Authorization** page is displayed.

NOTE:

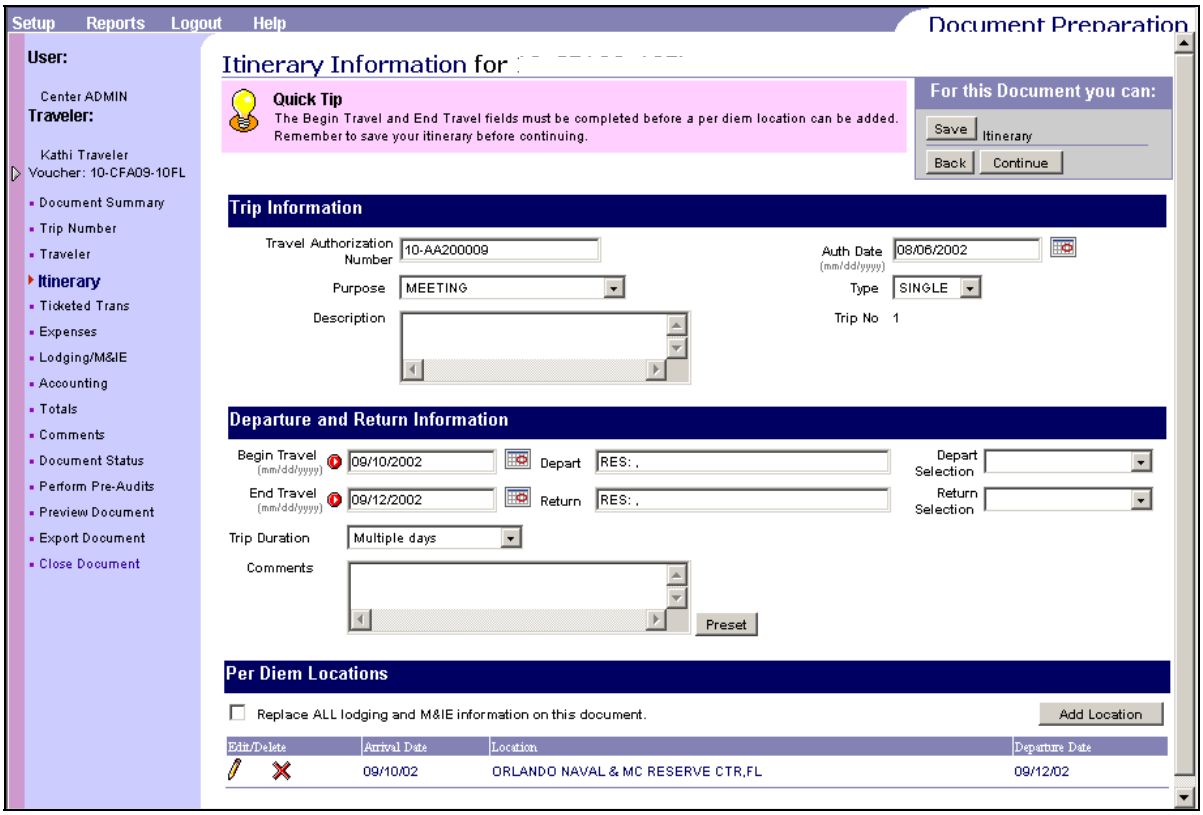
A document is 'edit locked' when an asterisk (*) is displayed in the 'IN USE' column on the right side of the list. The document cannot be selected until the edit lock has been removed. ONLY the user who caused the edit lock can remove the edit lock or you can contact the Help Desk (301-614-7097/ 4-7097).



i. Click the

this Document button in the **For this Document you can:** area in the top right. The **Itinerary Information** page is displayed with the data that was entered on the authorization.

B. ITINERARY



1. Review and make any necessary changes to the itinerary page.

> **NOTE:**
>
> If Itinerary dates or Per Diem locations change from what was authorized, it is better to amend the authorization prior to vouchering.

   a. Click the **Update** icon to edit Per Diem Location records for modifications.

   b. Click the **Delete** icon to delete Per Diem Location records.

   c. Click the Add Location button, in the **Per Diem Locations** area at the bottom of the page, to add another per diem location to the document.

2. Click the Save **Itinerary** button, in the **For this Document you can:** area in the top right, to save the itinerary to the database.

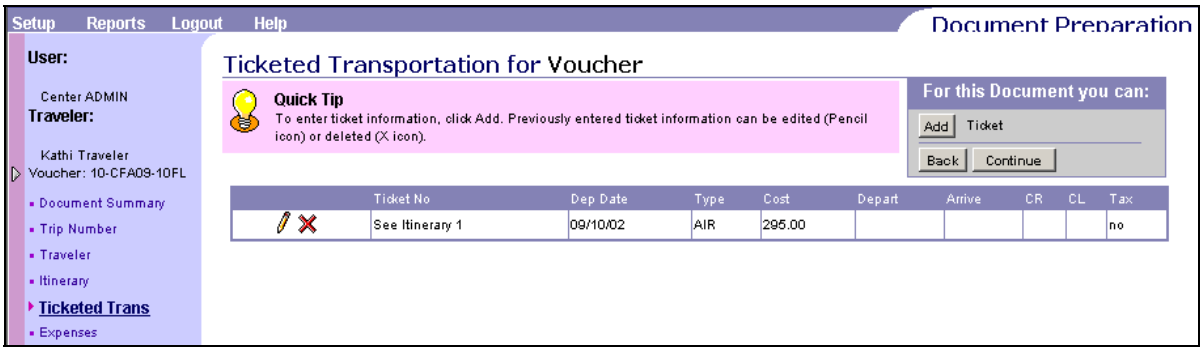
3. If the dates or the locations have changed, click on the checkbox to place a '√' in the box next to **Replace ALL lodging and M&IE information on this document** in the **Per Diem Locations** area at the bottom of the page. Travel Manager will recalculate the Lodging and M&IE on the voucher.

NOTE:

It is important to click the Save **Itinerary** button, in the **For this Document you can:** area in the top right, prior to clicking on any other button or link. Data may be lost if it is not clicked before going to other pages in the document.

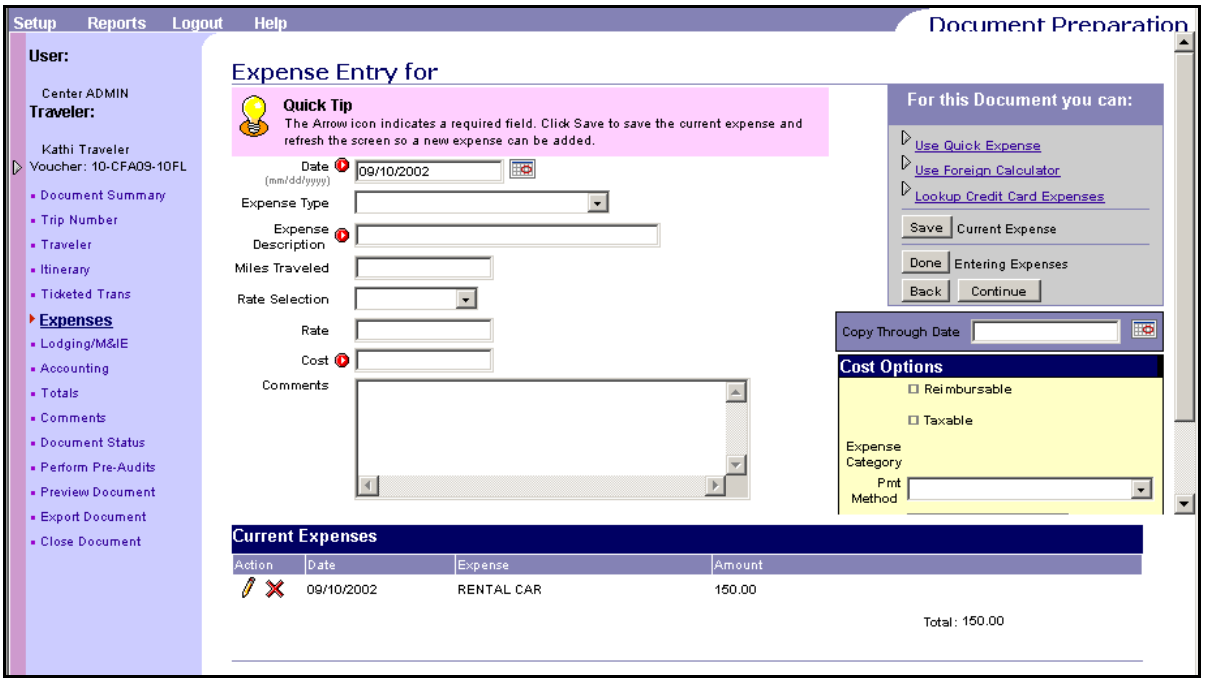
4. Click the Continue button in the **For this Document you can:** area in the top right. The **Ticketed Transportation** page is displayed.

C. TICKETED TRANSPORTATION



1. Review and make any necessary changes to the ticketed transportation.
   a. Click the **Update** icon to edit Ticketed Transportation records for modifications.
   b. Click the **X** icon to delete Ticketed Transportation records.
   c. Click the Add **Ticket** button, in the **For this Document you can:** area in the top right, to add another ticket to the document.
2. Click the Continue button, in the **For this Document you can:** area in the top right, to continue processing the voucher. The **Expense Entry** page will be displayed.

D. EXPENSES



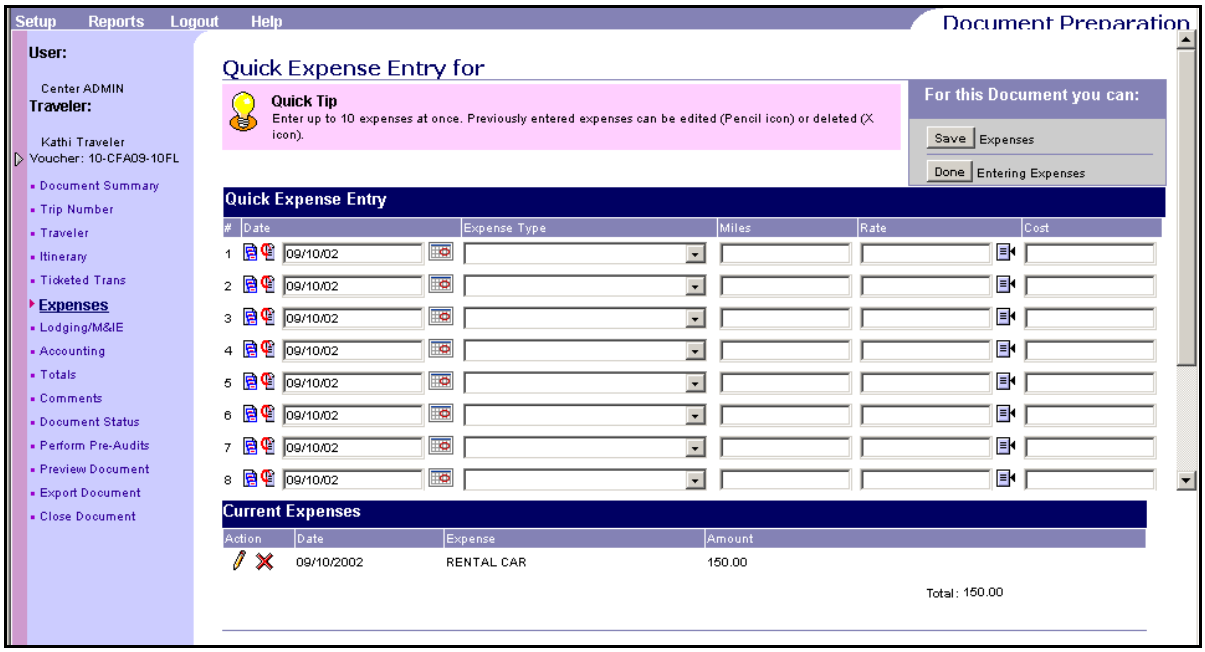
1. Review and add or make any necessary changes to the expenses.
   a. Click the **Update** icon to edit any **Current Expenses** records for modifications.
   b. Click the **Delete** icon to delete any **Current Expenses** records.
2. Select the expense(s) from the **Expense Type** drop down list to add an expense.

> **NOTE:**
>
> A screen refresh will be done after each expense is selected. The system will fill the appropriate fields with data for the expense.

   a. Click the Save **Current Expense** button in the **For this Document you can:** area in the top right. The **Expense Entry** page is reset. The saved expense is listed under the **Current Expenses** area at the bottom of the page.

3. Click on the **Use Quick Expense** link in the **For this Document you can:** area in the top right, to add expenses quickly. The **Quick Expense Entry** page is displayed.

E. QUICK EXPENSE ENTRY



NOTE:

Use Quick Expense to ADD expenses. Do not use Quick Expense to modify expenses.

1. The page is divided in half. Each half is scrollable. The top half contains 10 rows for quick expense entry. The bottom half displays a list of current expenses that are on the document. Review the dates to be sure they are correct. If not,

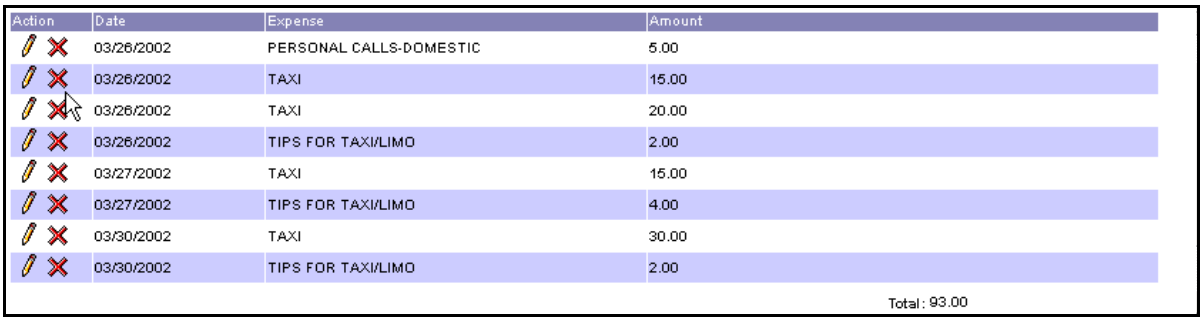
   a. Select expense from the **Expense Type** pull down list.

   b. Click in the **Cost** field and enter dollar amount.

   c. Click the **Copy Expense** icon to copy the expense from one row to row another.

   d. Click the Save **Expenses** button, in the **For this Document you can:** area in the top right, to save the information.

2. The additional expenses will be displayed in the **Current Expenses** area at the bottom of the screen.



Action	Date	Expense	Amount
	03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
	03/26/2002	TAXI	15.00
	03/26/2002	TAXI	20.00
	03/26/2002	TIPS FOR TAXI/LIMO	2.00
	03/27/2002	TAXI	15.00
	03/27/2002	TIPS FOR TAXI/LIMO	4.00
	03/30/2002	TAXI	30.00
	03/30/2002	TIPS FOR TAXI/LIMO	2.00

Total : 93.00

3. Review and make any necessary changes to the expenses.

   a. Click the **Update** icon to edit any records for modifications.

   b. Click the **Delete** icon to delete any expense records.

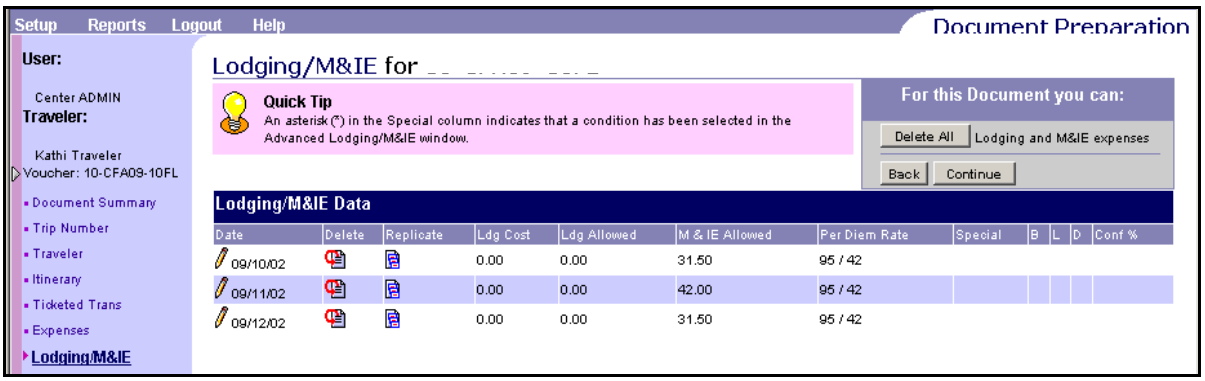
4. Click the Save **Expenses** button in the **For this Document you can:** area in the top right, to save the information.

NOTE:

If after saving the expenses by clicking the Done **Entering Expenses** button, a pop-up window is displayed stating that there are no expenses, click **OK** in the pop-up window and the **Document Summary** page is displayed. Click **Cancel** in the pop-up window to return to the Quick Expense Entry page.

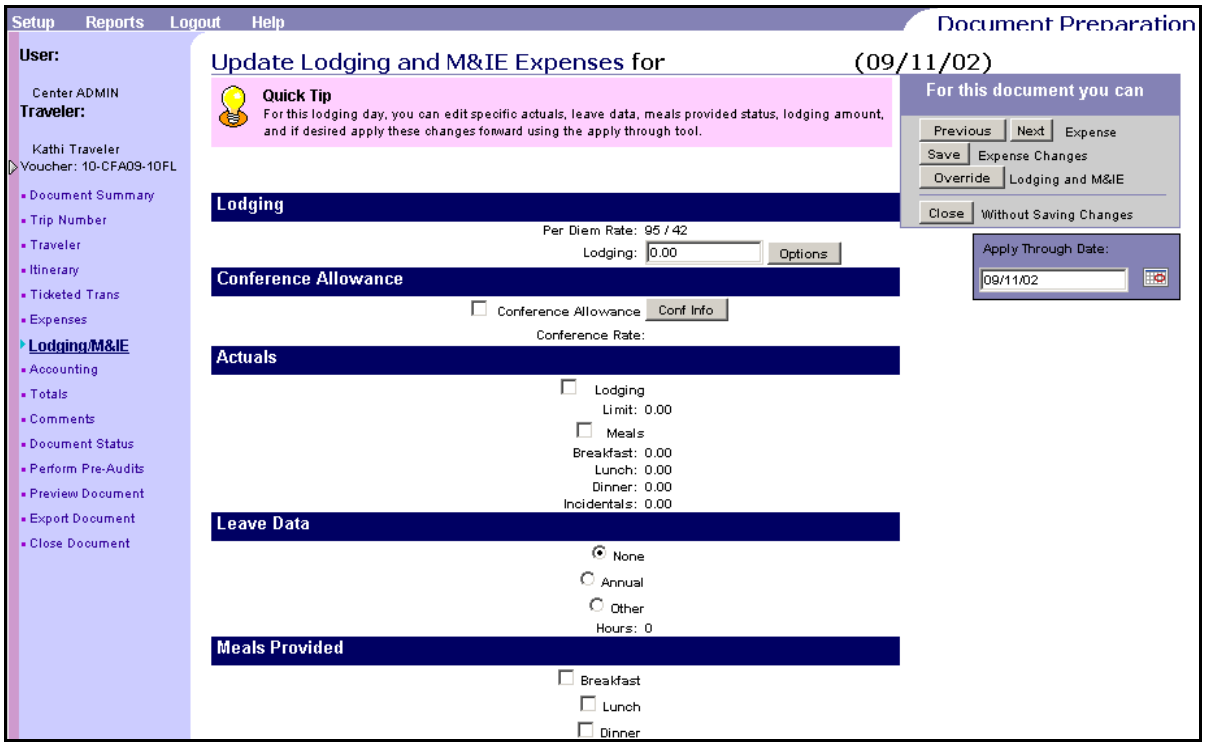
6. Click the **Lodging/M&IE** link on the Document Toolbar on the left side of the screen.

F. LODGING/M&IE



1. Lodging costs are zero on the voucher unless actuals or overrides were entered on the authorization.
   a. To reset all actuals or overrides that were entered on the authorization back to the per diem rates click the Delete All **Lodging and M&IE expenses** button, in the **For this Document you can:** area in the top right, if actuals or overrides were not incurred during the trip.
   b. The Continue button, in the **For this Document you can:** area in the top right, goes to the **Available Accounting Code** page.
   c. The Back button, in the **For this Document you can:** area in the top right, returns to the **Expenses Entry** page.
   d. To delete a specific Lodging/M&IE record, click the **Delete** icon of the desired record. The lodging costs will be zeroed rather than reset.
   e. To copy lodging costs from one line to the lines below, use the **Replicate** icon.
   f. Use the **Update** icon to edit the **Lodging/M&IE** records. The **Update Lodging and M&IE Expenses** page is displayed, corrections can be made on this page.

2. Click on the **Update** icon of the first Lodging/M&IE record to be edited/modified. The **Update Lodging and M&IE Expenses** page is displayed.



3. All changes made to the **Update Lodging and M&IE Expenses** record can be applied to any or all records from the date displayed by changing the **Apply Through Date** value below the **For this Document you can:** area in the top right. The changes made on the displayed day will be made to all days through the date entered. ***Note: If information is changed for each individual day, the changes will need to be entered twice for the changes to take effect. This is a Gelco known defect and we are currently working with them to alleviate this situation.***

   a. To override any Lodging and/or M&IE costs, click the

Lodging and M&IE button in the **For this Document you can:** area in the top right. This is used for extended travel that is greater than 30 days.

   b. Actuals may be entered by clicking in the **Lodging and/or Meals** check boxes within the **Actuals** area of the **Update Lodging and M&IE Expenses** page. Specific costs may be entered for meals and incidentals. The lodging actuals amount should be entered in the **Lodging** field within the **Lodging** area.

   c. If leave is taken during the travel period, it can be indicated in the **Leave Data** area. The number of leave hours will default to what has been set for the traveler. If 4 hours or more of leave is taken, the meals and lodging costs will be deducted from that day's expenses. ***(** If exactly 4 hours are taken, enter 4.01 in the leave data hours field. Regulations have changed, and this must be done for Travel Manager to calculate properly. Otherwise enter the amount of hours taken.*****

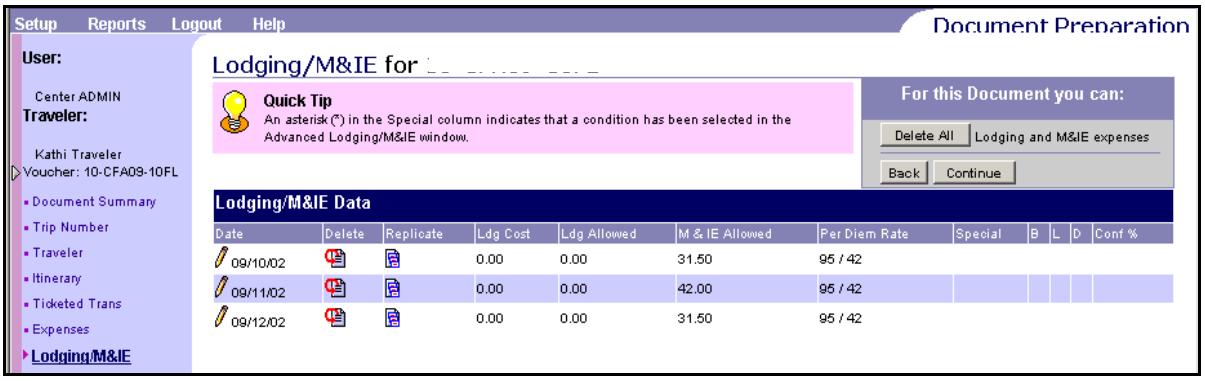
d. If the traveler does not pay for a meal, the appropriate box should be marked to indicate the cost of the meal(s). Travel Manager will deduct the cost for the meal(s) for the date and location.

e. Next **Expense** and Previous **Expense** buttons, in the **For this Document you can:** area in the top right, will go forward to the next day or back to the previous day's Lodging and M&IE record.

4. Click in the **Lodging** field and enter lodging cost incurred.

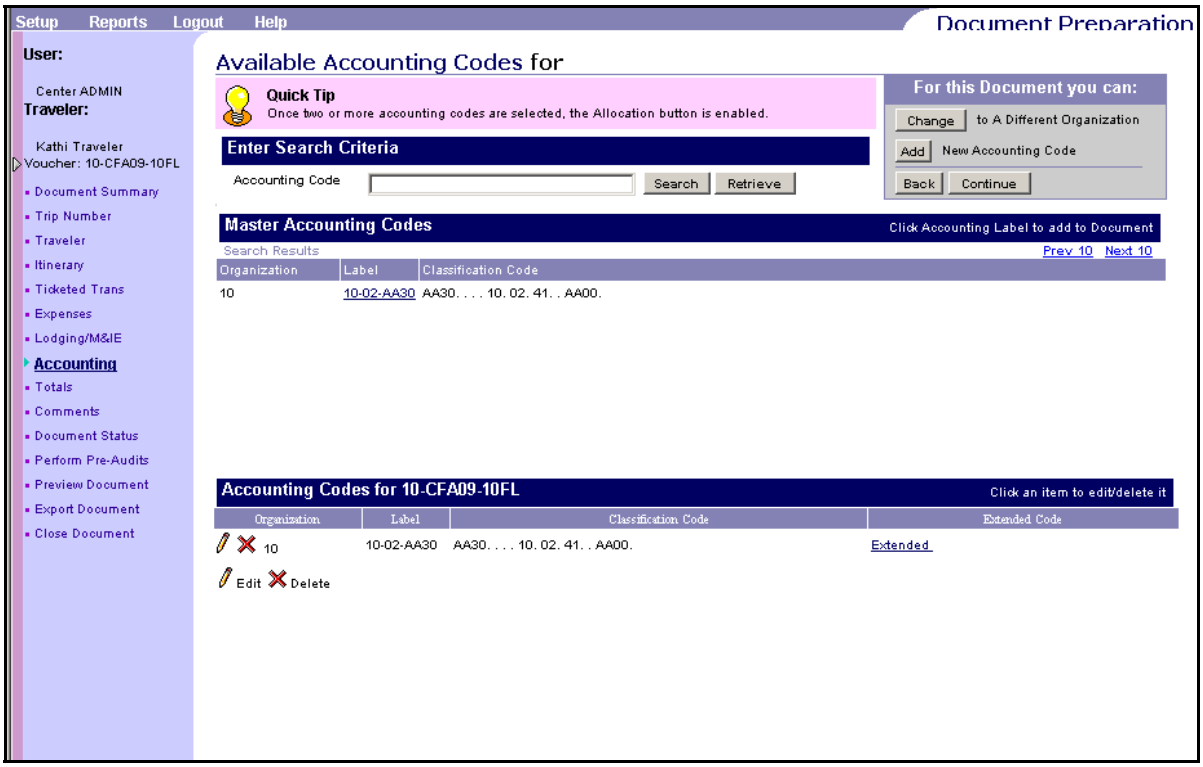
5. Click on the **Apply Through Date** if lodging cost is the same for the entire trip.

6. Click the Save **Expense Changes** button, in the **For this Document you can:** area in the top right. The **Lodging/M&IE** page is displayed again showing all lodging and/or M&IE changes made. Notice the last day has no lodging amount, as this is the return day.



7. After all changes are made, click the Continue button, in the **For this Document you can:** area in the top right, to continue processing the voucher. The **Available Accounting Codes** page is displayed.

G. ACCOUNTING



1. Review and make any necessary changes to the accounting code information.

> **NOTE:**
>
> All **Labels** for Accounting Codes begin with the Center ID number and a – (hyphen).

   a. Click the **Update** icon to edit any Accounting Code records for modifications.

   b. Click the **Delete** icon to delete any Accounting Code records.

2. To add another account code.

   a. If the account code desired is not initially in the **Master Accounting Code** area.

      i. Enter the appropriate account code in the **Accounting Code** field.

      ii. Click the Retrieve button.

      iii. If the account code is valid and available to the traveler, it is listed in the **Master Accounting Codes** list.

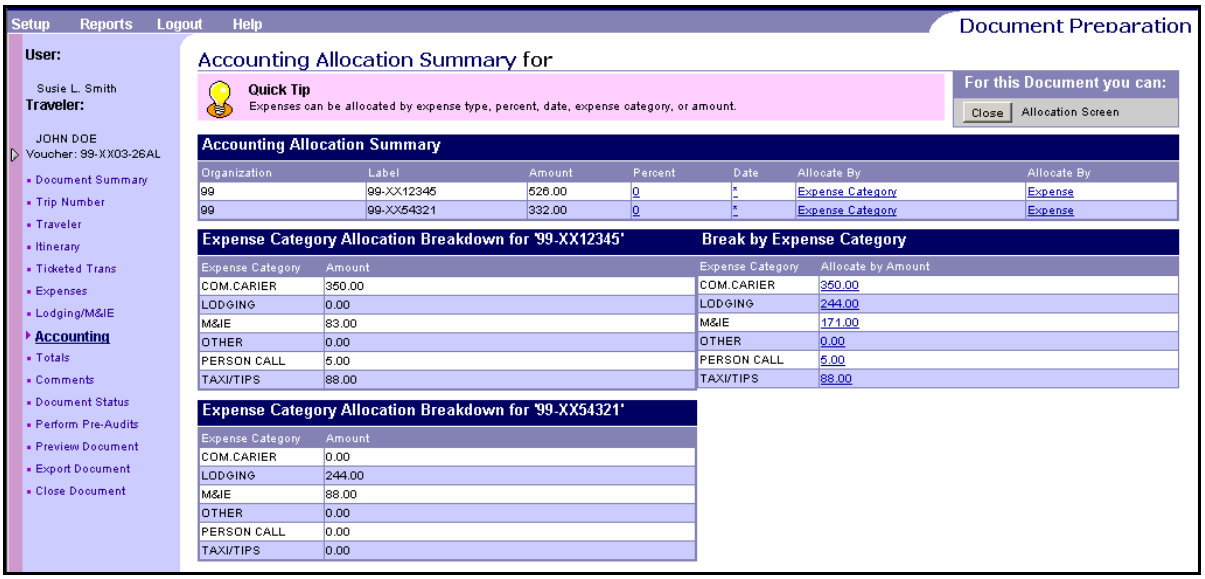
      iv. Select the label from the **Master Accounting Codes** area at the top of the page to add it to the **Accounting Codes for the Document** area at the bottom.

   b. If the account code is in the **Master Accounting Code** area.

i. The Search button will search the accounting codes listed under the **Master Accounting Codes** area.

ii. Select the label from the **Master Accounting Codes** area at the top of the page to add it to the **Accounting Codes for the Document** area at the bottom of the page.

3. Click the **Allocate** link, to the right of the account code, if there is more than one Accounting Code record. The **Accounting Allocation Summary** page is displayed.

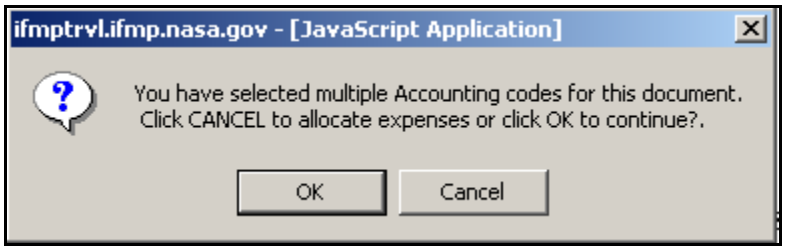


4. Review the funds distribution and make any necessary changes.

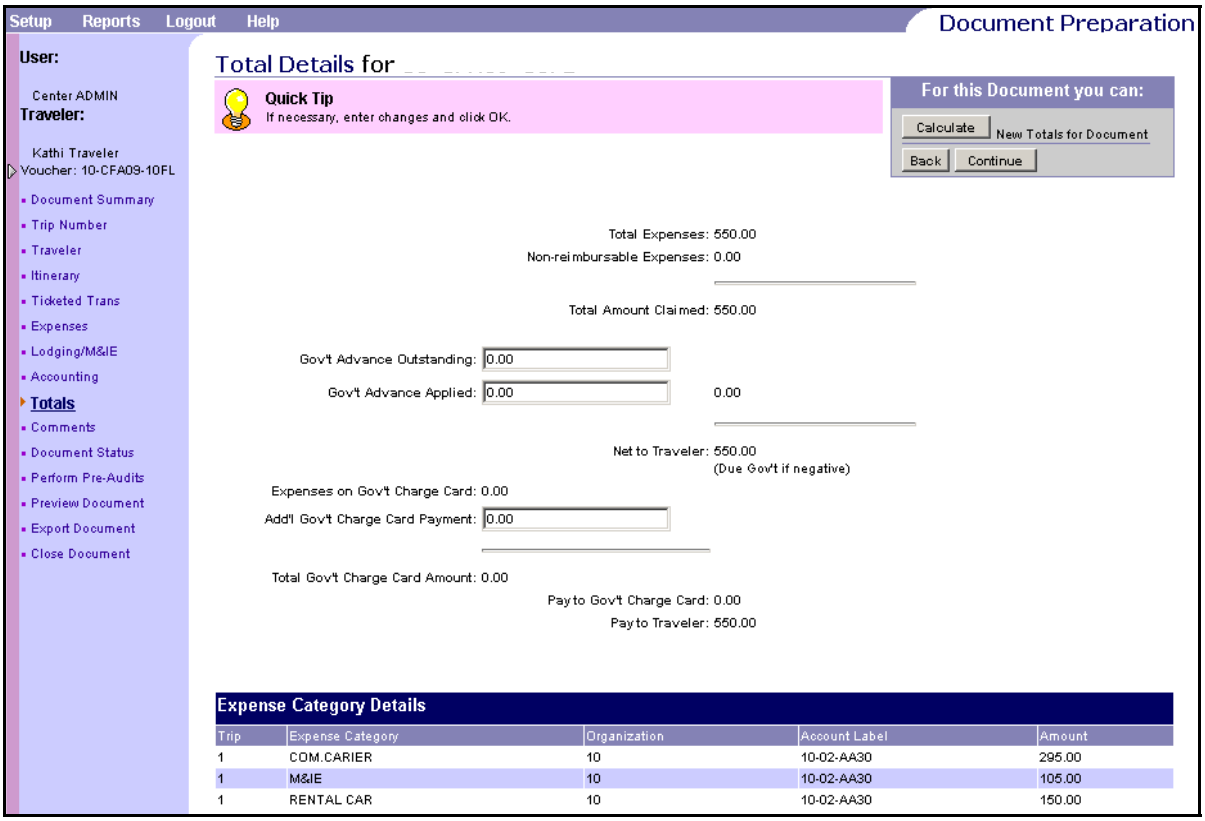
5. Click the Close **Allocation Screen** button in the **For this Document you can:** area in the top right. The **Available Accounting Codes** page is displayed.

6. Click the Continue button, in the **For this Document you can:** area in the top right, to continue processing the voucher. The **Total Details** page is displayed.

7. If there are multiple Accounting codes for the document, the following pop-up message window displays as a reminder to allocate funds. Click the OK button in the message window if the funds have been distributed to the proper accounting labels. Click the Cancel button in the pop-up message window to return to the page to allocate.



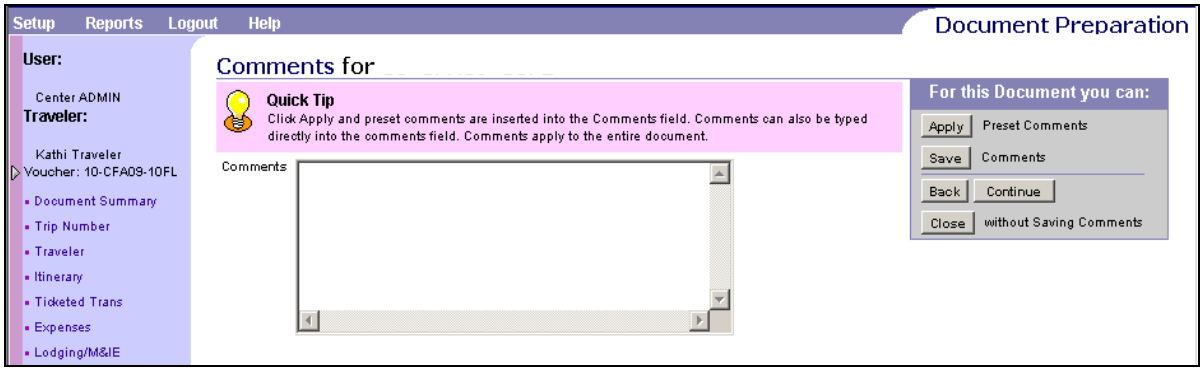
H. TOTALS



1. Review the details of the expense categories and the net due the traveler.

2. Click the Continue button, in the **For this Document you can:** area in the top right, to continue processing the voucher. The **Comments** page is displayed.

I. COMMENTS



1. Review and make any necessary changes to the comments. Identify any changes to the expenses that were authorized, not the regular expected expenses that are being added to the Voucher.

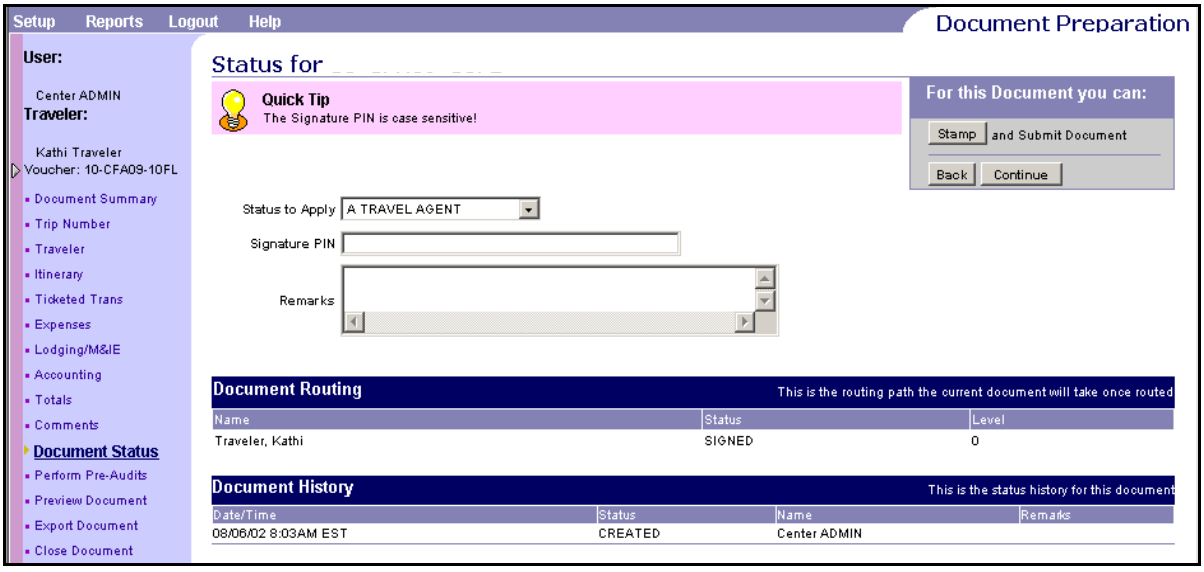
2. The comments assist the Approvers and Auditors in processing the voucher.

NOTE:

The Apply **Preset Comments** button in the **For this Document you can:** area in the top right, will delete any comments that are in the field.

3. Click the Continue button, in the **For this Document you can:** area in the top right, to continue processing the voucher. The **Status** page is displayed.

J. DOCUMENT STATUS



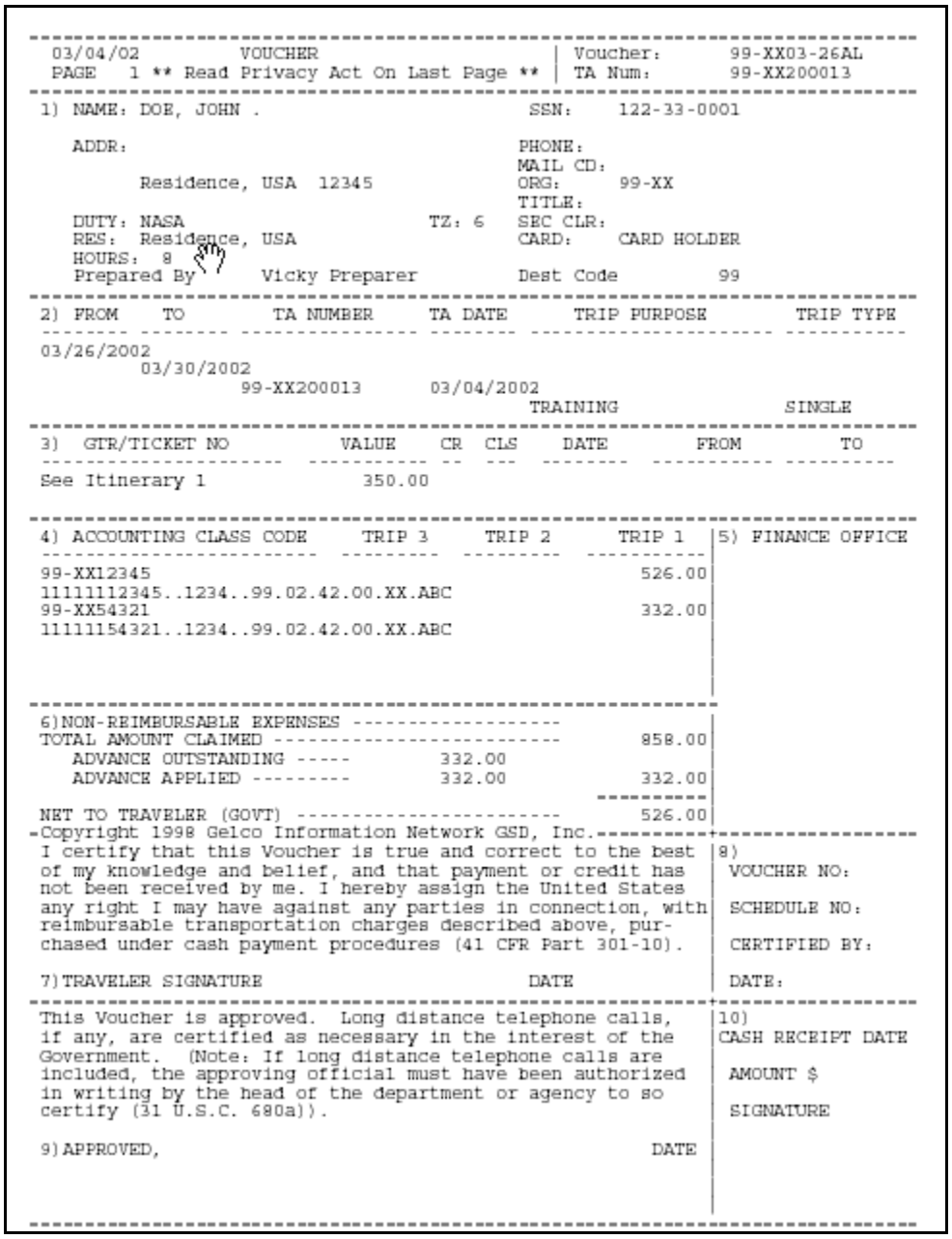
1. The **Status to Apply** is set at **SIGNED**. DO NOT CHANGE IT.

2. Prior to stamping the document, click the **Document Summary** link, on the Document Toolbar on the left side of the page, to view a summary of the document. The **Document Summary** page is displayed.

K. DOCUMENT SUMMARY

1. Review the Document Summary.

2. To print the voucher.
   a. Click on the **Preview Document** link on the Document Toolbar on the left side of the page.
   b. The browser will launch a new window over the existing window. Use the scroll bar to see the additional pages.



```
 03/04/02         VOUCHER                          | Voucher:      99-XX03-26AL
 PAGE   1 ** Read Privacy Act On Last Page **      | TA Num:       99-XX200013
-------------------------------------------------------------------------------
 1) NAME: DOE, JOHN .                              SSN:    122-33-0001

    ADDR:                                          PHONE:
                                                   MAIL CD:
          Residence, USA  12345                    ORG:     99-XX
                                                   TITLE:
    DUTY: NASA                          TZ: 6      SEC CLR:
    RES:  Residence, USA                           CARD:    CARD HOLDER
    HOURS:  8
    Prepared By      Vicky Preparer                Dest Code         99
-------------------------------------------------------------------------------
 2) FROM    TO        TA NUMBER      TA DATE      TRIP PURPOSE        TRIP TYPE
 -------- -------- --------------- -------- ---------------------- -----------
 03/26/2002
          03/30/2002
                    99-XX200013     03/04/2002
                                                  TRAINING              SINGLE
-------------------------------------------------------------------------------
 3)  GTR/TICKET NO          VALUE    CR  CLS    DATE        FROM         TO
 ---------------------  ----------- --  ---  --------  ----------- ----------
 See Itinerary 1              350.00

-------------------------------------------------------------------------------
 4) ACCOUNTING CLASS CODE     TRIP 3     TRIP 2      TRIP 1   |5) FINANCE OFFICE
 -------------------------  ---------  ---------  ----------
 99-XX12345                                          526.00   |
 11111112345..1234..99.02.42.00.XX.ABC                        |
 99-XX54321                                          332.00   |
 11111154321..1234..99.02.42.00.XX.ABC                        |
                                                              |
                                                              |
                                                              |
-------------------------------------------------------------
 6)NON-REIMBURSABLE EXPENSES -------------------
 TOTAL AMOUNT CLAIMED --------------------------       858.00 |
    ADVANCE OUTSTANDING -----         332.00                  |
    ADVANCE APPLIED ---------         332.00           332.00 |
                                                     ---------|
 NET TO TRAVELER (GOVT) ------------------------       526.00 |
-Copyright 1998 Gelco Information Network GSD, Inc.-----------+-----------------
 I certify that this Voucher is true and correct to the best  |8)
 of my knowledge and belief, and that payment or credit has   | VOUCHER NO:
 not been received by me. I hereby assign the United States   |
 any right I may have against any parties in connection, with | SCHEDULE NO:
 reimbursable transportation charges described above, pur-    |
 chased under cash payment procedures (41 CFR Part 301-10).   | CERTIFIED BY:
                                                              |
 7)TRAVELER SIGNATURE                        DATE             | DATE:
-------------------------------------------------------------+-----------------
 This Voucher is approved.  Long distance telephone calls,    |10)
 if any, are certified as necessary in the interest of the    |CASH RECEIPT DATE
 Government.  (Note: If long distance telephone calls are     |
 included, the approving official must have been authorized   | AMOUNT $
 in writing by the head of the department or agency to so     |
 certify (31 U.S.C. 680a)).                                   | SIGNATURE
                                                              |
 9)APPROVED,                                          DATE    |
                                                              |
                                                              |
                                                              |
-------------------------------------------------------------------------------
```

EXAMPLE OF PAGE 1 OF A VOUCHER

03/04/02 VOUCHER | Voucher: 99-XX03-26AL
PAGE 2 ** Read Privacy Act On Last Page ** | DOB 122-33-0001

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
03/26/2002					
		D-Residence, USA			
03/26/2002			AIR	350.00	COMMERCIAL AIR
03/26/2002					
		A-MONTGOMERY,AL			
03/26/2002			TAXI	20.00	TAXI
03/26/2002			TAXI	15.00	TAXI
03/27/2002			TAXI	15.00	TAXI
03/30/2002					
		D-MONTGOMERY,AL			
03/30/2002			TAXI	30.00	TAXI
03/30/2002					
		A Residence, USA			
		TOTAL TRANSPORTATION EXPENSES		430.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
03/26	61.00	61.00		28.50	61/38		0.00
03/26						PERSONAL CALLS-DOMEST	5.00
03/26						TIPS FOR TAXI/LIMO	2.00
03/27	61.00	61.00		38.00	61/38		0.00
03/27						TIPS FOR TAXI/LIMO	4.00
03/28	61.00	61.00		38.00	61/38		0.00
03/29	61.00	61.00		38.00	61/38		0.00
03/30	0.00	0.00		28.50	61/38		0.00
03/30						TIPS FOR TAXI/LIMO	2.00
	244.00			171.00			13.00

(13) COMMENTS:
Voucher due 5 days after completion of your trip.

VERCIV-RATE TBL DATE-02/01/02-Copyright 1998 Gelco Information Network GSD, Inc.

Exception to SF 1012

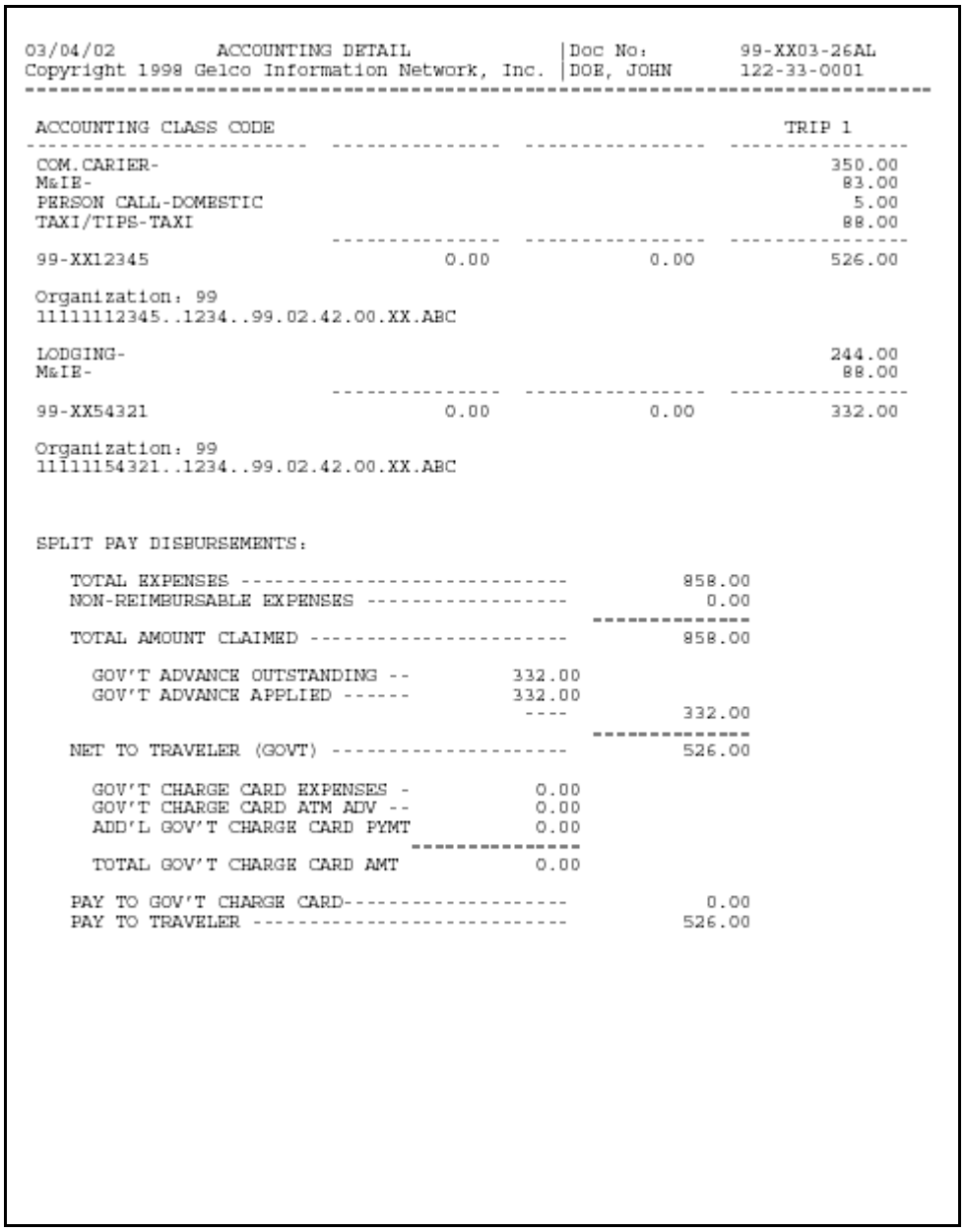
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov.

EXAMPLE OF PAGE 2 OF A VOUCHER

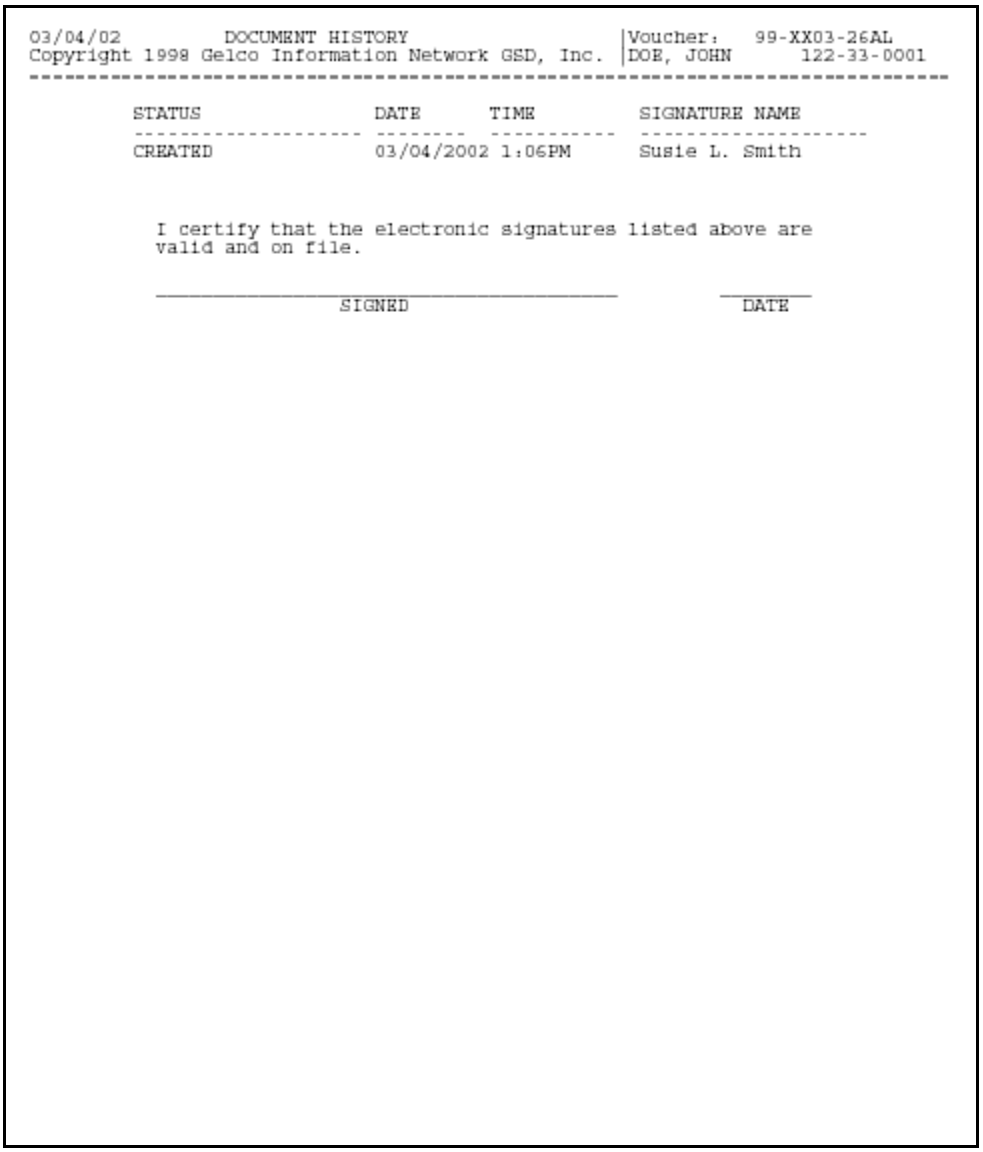
22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

EXAMPLE OF PAGE 3 OF A VOUCHER



```
03/04/02          ACCOUNTING DETAIL              |Doc No:        99-XX03-26AL
Copyright 1998 Gelco Information Network, Inc.   |DOE, JOHN      122-33-0001
-------------------------------------------------------------------------------

 ACCOUNTING CLASS CODE                                              TRIP 1
------------------------  --------------  ---------------  ----------------
 COM.CARIER-                                                         350.00
 M&IE-                                                                83.00
 PERSON CALL-DOMESTIC                                                  5.00
 TAXI/TIPS-TAXI                                                       88.00
                         --------------  ---------------  ----------------
 99-XX12345                       0.00             0.00            526.00

 Organization: 99
 11111112345..1234..99.02.42.00.XX.ABC

 LODGING-                                                            244.00
 M&IE-                                                                88.00
                         --------------  ---------------  ----------------
 99-XX54321                       0.00             0.00            332.00

 Organization: 99
 11111154321..1234..99.02.42.00.XX.ABC


 SPLIT PAY DISBURSEMENTS:

    TOTAL EXPENSES -----------------------------          858.00
    NON-REIMBURSABLE EXPENSES ------------------            0.00
                                                     -------------
    TOTAL AMOUNT CLAIMED -----------------------          858.00

      GOV'T ADVANCE OUTSTANDING --       332.00
      GOV'T ADVANCE APPLIED ------       332.00
                                          ----           332.00
                                                     -------------
    NET TO TRAVELER (GOVT) ---------------------          526.00

      GOV'T CHARGE CARD EXPENSES -         0.00
      GOV'T CHARGE CARD ATM ADV --         0.00
      ADD'L GOV'T CHARGE CARD PYMT         0.00
                                     -------------
      TOTAL GOV'T CHARGE CARD AMT          0.00

    PAY TO GOV'T CHARGE CARD--------------------            0.00
    PAY TO TRAVELER ----------------------------          526.00
```

EXAMPLE OF PAGE 4 OF A VOUCHER



03/04/02 DOCUMENT HISTORY | Voucher: 99-XX03-26AL
Copyright 1998 Gelco Information Network GSD, Inc. | DOE, JOHN 122-33-0001

STATUS	DATE	TIME	SIGNATURE NAME
CREATED	03/04/2002	1:06PM	Susie L. Smith

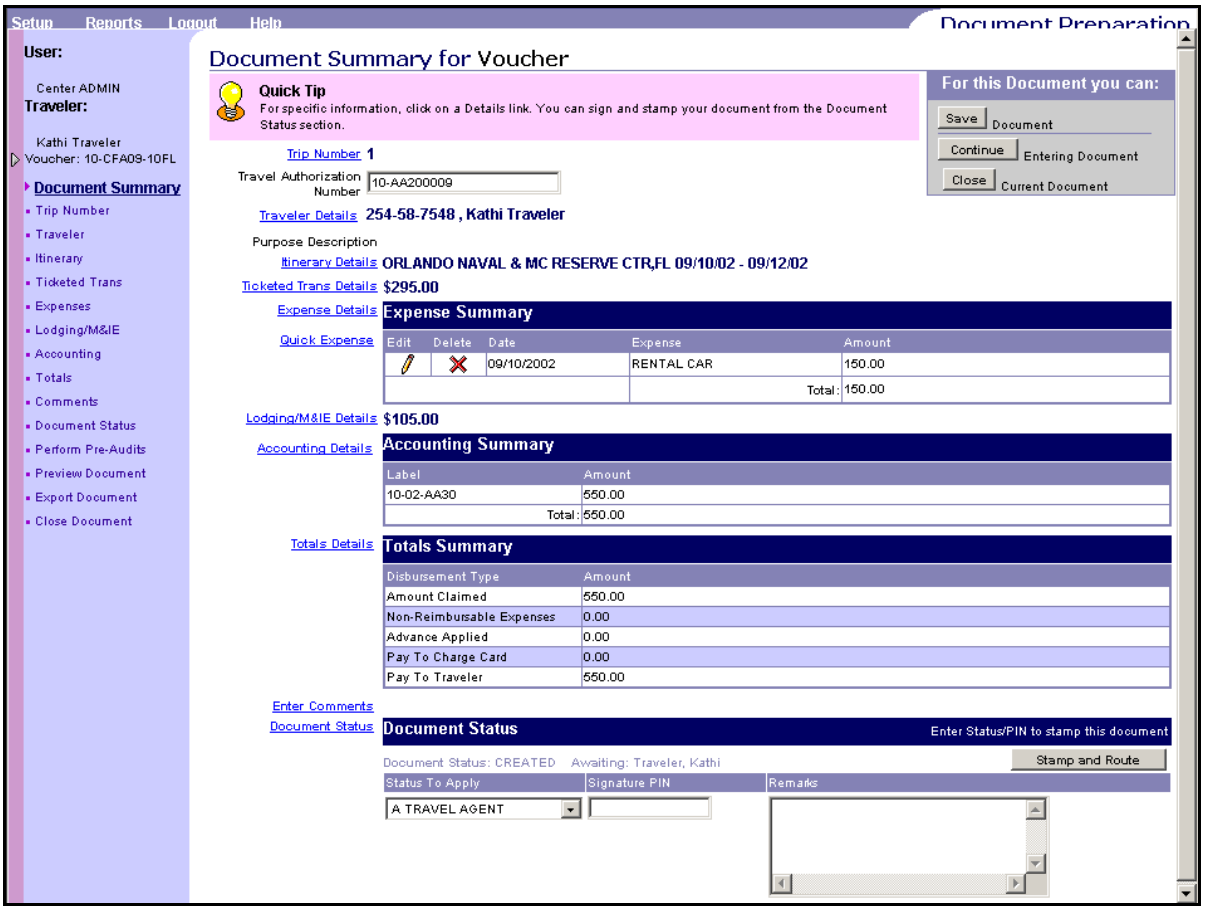
I certify that the electronic signatures listed above are valid and on file.

_____ _____
SIGNED DATE

EXAMPLE OF PAGE 5 OF A VOUCHER

c. Use the browser and/or reader **Print** button to print the travel document if desired.

d. Close the Preview Document window. The **Document Summary** page is displayed.



3. The **Document Summary** page summarizes the information on the document. All of the data entered can be viewed from this page. Click on any link within the document to view details. When the document has been viewed for errors, missing data, etc., it can be signed/stamped and routed.

4. In the **Document Status** area, at the bottom of the **Document Summary** page, enter the following to stamp and route the document.

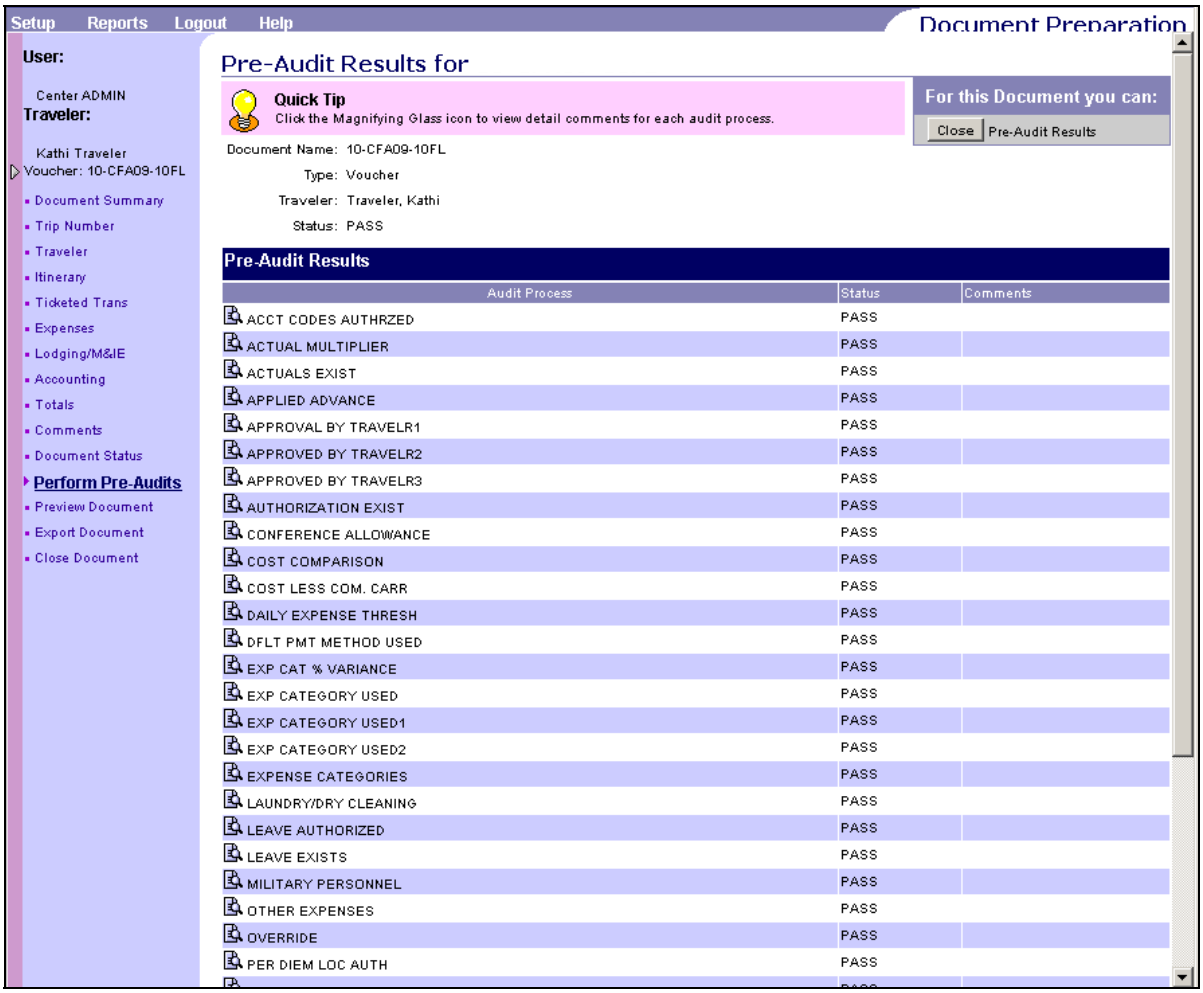
   a. The **Status to Apply** value is set at **SIGNED**. DO NOT CHANGE IT.

   b. Click in the **Signature PIN** field and enter the appropriate **PIN**.

   c. Click the Stamp and Route button, on the right of the **Document Status** area at the bottom of the page, to sign/stamp and route the document.

5. The **Pre-Audit Results** page is displayed.

L. PERFORM PRE-AUDITS



1. Review the **Pre-Audits Results** page for the Voucher from Authorization.

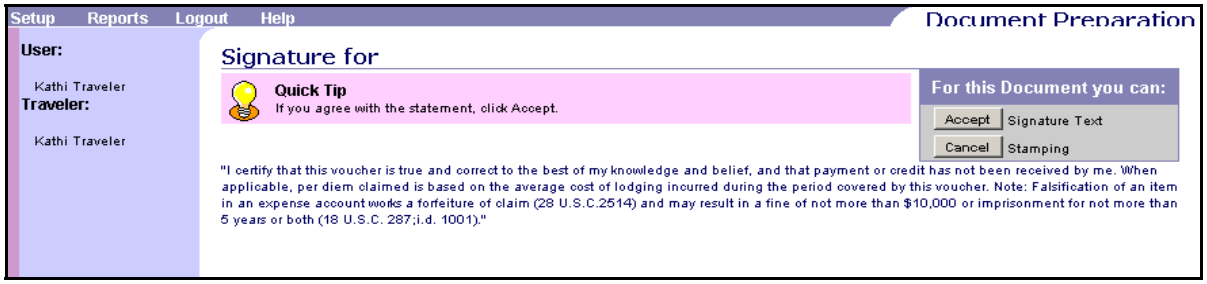
2. If any audit fails, the word "FAIL" is in the **Status** column. A comment describing the failure will appear in the **Comments** column. A **Fail** is a flag to draw attention to a particular process to ensure the preparer or signer has entered and reviewed the data.

NOTE:

Adding expenses to the voucher that were not previously authorized on the authorization may cause an audit failure, which will bring the expense to the attention of the Approver or Reviewer.

If changes are necessary to the document, click on the Cancel **Pre-Audit Results** button in the **For this Document you can:** area in the top right. The document will not be signed and will not route. The document can be modified.

3. Click the Continue **Stamping the Document** button in the **For this Document you can:** area in the top right. The **Signature** certification page is displayed.



4. If in agreement with the signature certification statement, click the Accept **Signature Text** button in the **For this Document you can:** area in the top right. The document will be routed.

NOTE:

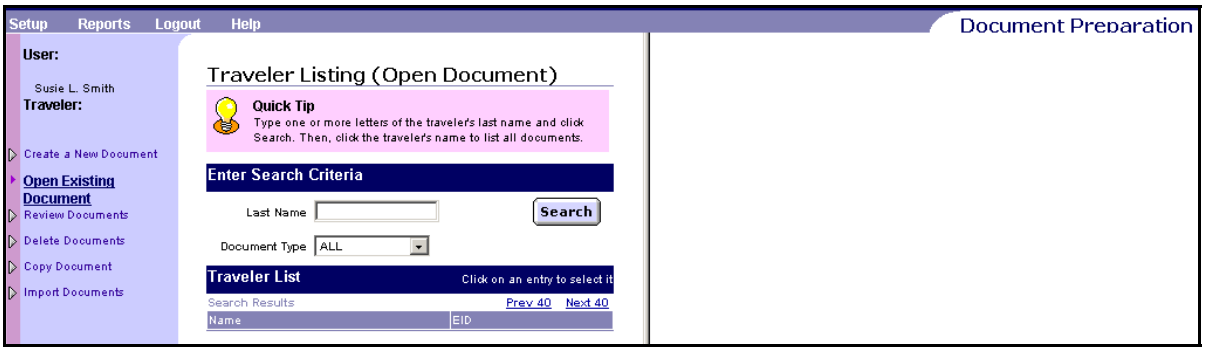
If not in agreement, click the Cancel **Stamping** button in the **For this Document you can:** area in the top right. The document will not be stamped and will not route.

5. Travel Manager displays the **Travel Manager Main Web** window.

6. Remember, the traveler must login to Travel Manger and sign and certify the voucher to route the document.

M. OPEN DOCUMENT (VIEW/UPDATE)

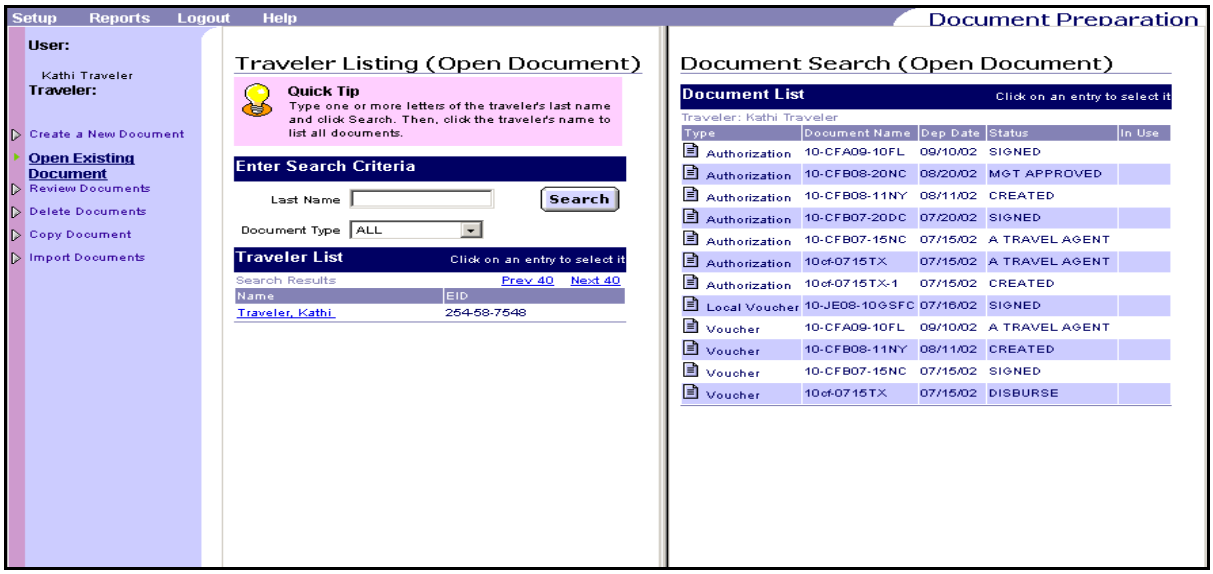
1. Click the **Open Existing Document** link on the Document Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page is displayed.



2. Enter one or more characters of the last name of the Traveler and click the

button located to the right of the last name field.

3. Click on the name of the desired traveler from the **Traveler Listing (Open Document)** area. All documents created for that traveler will be displayed in the **Document Search (Open Document)** area on the right.

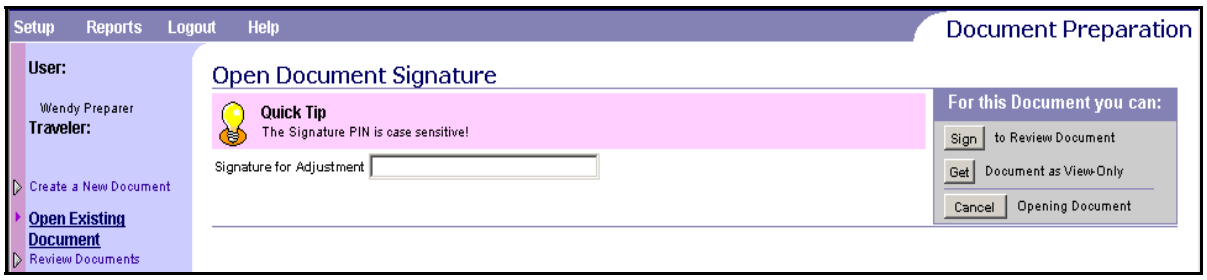


   a. Documents that have been created but not routed will have **CREATED** in the **Status** column.

   b. Documents that have been created and are being routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED**, **MGT APPROVED, A TRAVEL AGENT, RETURNED, CANCELLED, NASA CTO REVIEWED, NASA CTO DISBURSED or DISBURSED.**

c. Documents that have completed processing will have **DATALINK** in the **Status** column.

4. Click the document icon for the document created in the previous exercise. The **Open Document Signature** page is displayed if the traveler has signed the document.



5. The document can be opened one of two ways.

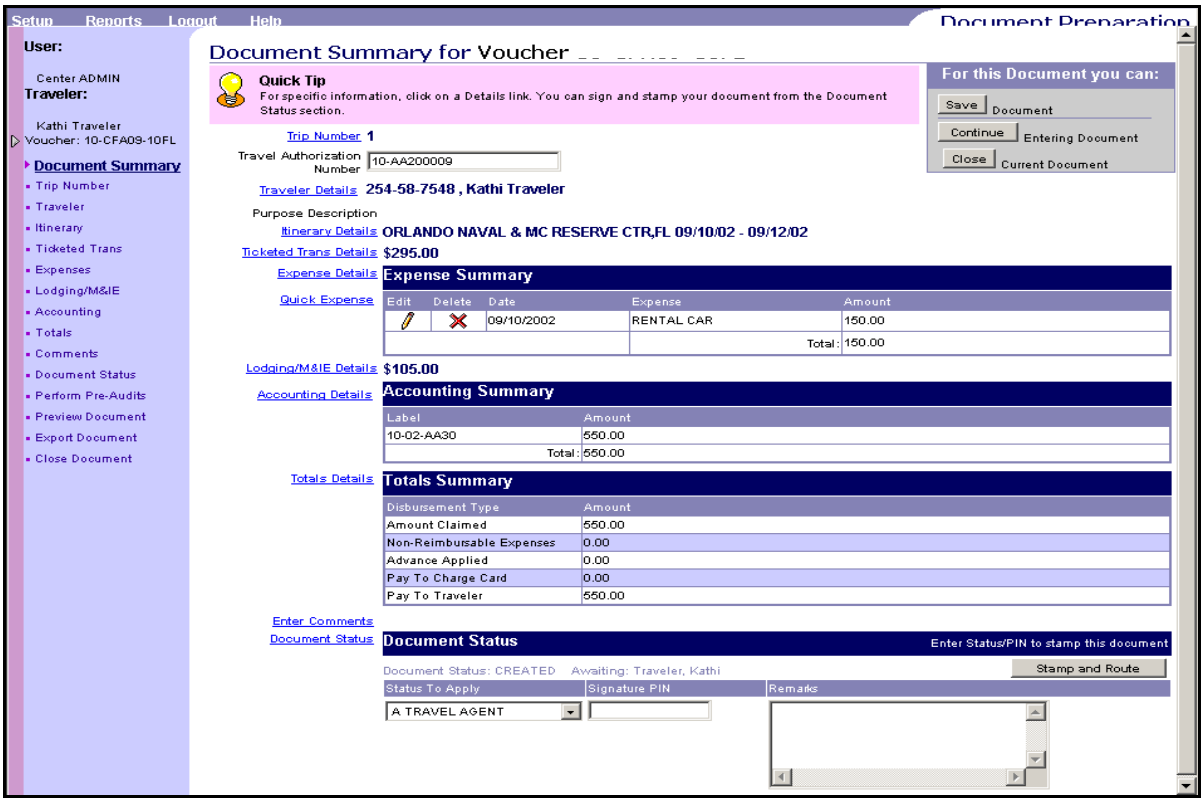
   a. Enter the appropriate signature PIN in the **Signature for Adjustment** field and click the Sign **to Review Document** button, in the **For this Document you can:** area in the top right, to adjust the document.

   OR

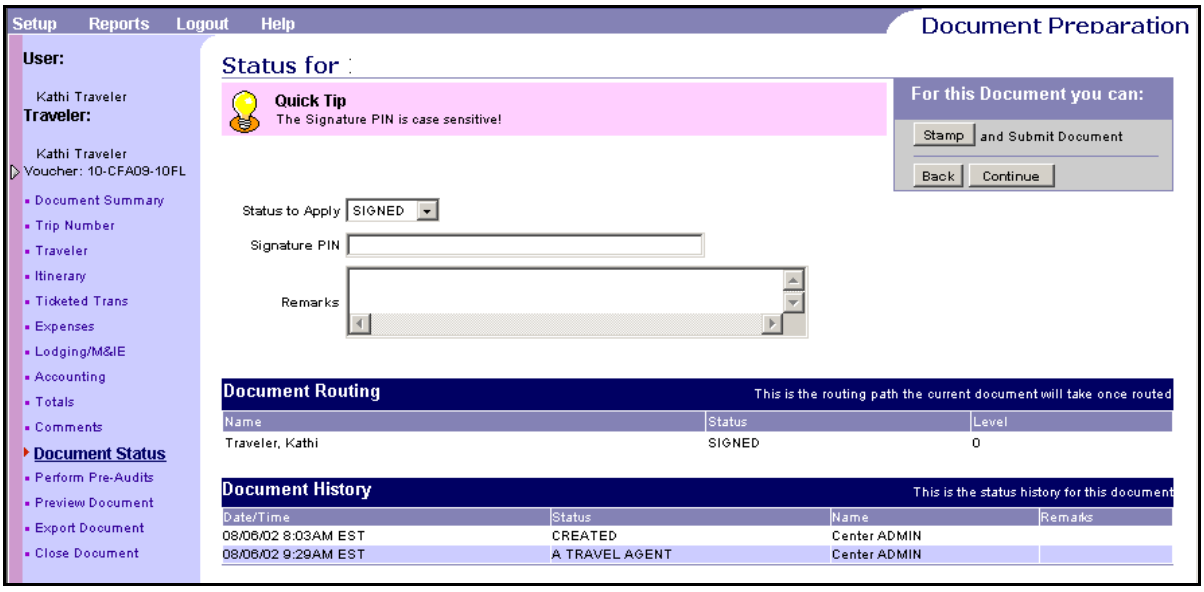
   b. Click the Get **Document as View-Only** button to open it as view only.

6. If the traveler has signed the document, click the Get **Document as View-Only** button, in the **For this Document you can:** area in the top right, to open the document as view only. The **Document Summary** page is displayed.

7. If the traveler has not signed the document, the **Document Summary** page is displayed. Use the scroll bar on the right to view the bottom of the page.



8. Click the **Document Status** link, on the Document Summary page, or on the Document Toolbar on the left side of the page, to view the **Status** page for the routing list. The Document History indicates the preparer has signed the voucher. The **Document Routing** indicates the Traveler needs to sign the voucher.



9. Click the **Close Document** link, on the Document Toolbar on the left side of the page, to close the document.

NOTE:

If you fail to click the **Close Document** link or button you will **Edit Lock** your document.

N. VOUCHER FOR NO COST AUTHORIZATION

a. Click the **Create a New Document** link in the **Doc Prep** module on the left side of the page.

b. Select "Voucher from Authorization" from the Document Type drop down list.

c. Click anywhere on the page. The **Traveler Listing** page will be displayed.

d. All documents created for the Traveler will be displayed on the right. Click on the "no cost" Authorization. The **Create this Document** page will be displayed.

e. Click the

this Document button, in the 'For this Document you can:' area, in the top right. The Voucher **Document Summary** page will be displayed.

f. Click the **Itinerary** link on the left side of the page. The **Itinerary** page will be displayed. A message will be displayed alerting the Preparer/Traveler that the trip type has been reset.

g. Select "**Single**" from the **Trip Type** pull down list.

h. Click in the **Comments** field and enter the reason for the cost(s) on the Voucher from "no cost" Authorization.

i. Click the

Itinerary button, in the 'For this Document you can:' area, in the top right.

j. Add the necessary expenses to the document. Continue processing the document as necessary.

VII. CREATE AN AMENDMENT FOR A VOUCHER FROM AUTHORIZATION

This document covers the steps to create an amendment for a voucher from an authorization.

Travel Manager will display the total amount on the amended voucher along with the additions that are added by the Traveler. When all changes are completed, view the document, using the **Preview Document** link on the Document Toolbar on the left side of the page. The print mode is displayed.

NOTE:

If actuals or an expense need to be claimed on a voucher and were not approved on the authorization then additional approvals are required for full reimbursement.

1. The Preparer, must create an amendment voucher for the post approved expense if the RFO Travel Office has already processed the original voucher.

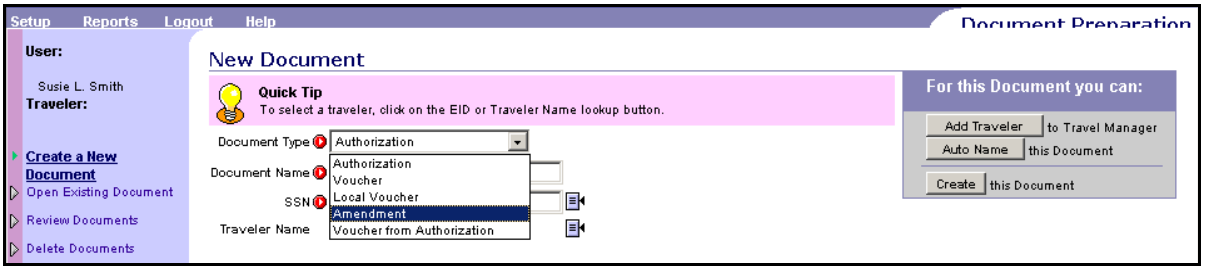
OR

2. The Preparer must create a post approval for the additional expense on the original voucher and attach a routing list that includes the appropriate Approvers to the document. Once the routing list is assigned, the Traveler must sign to route the document.

Assignment of a different routing list must be done before the document is signed.

A. CREATE A NEW DOCUMENT

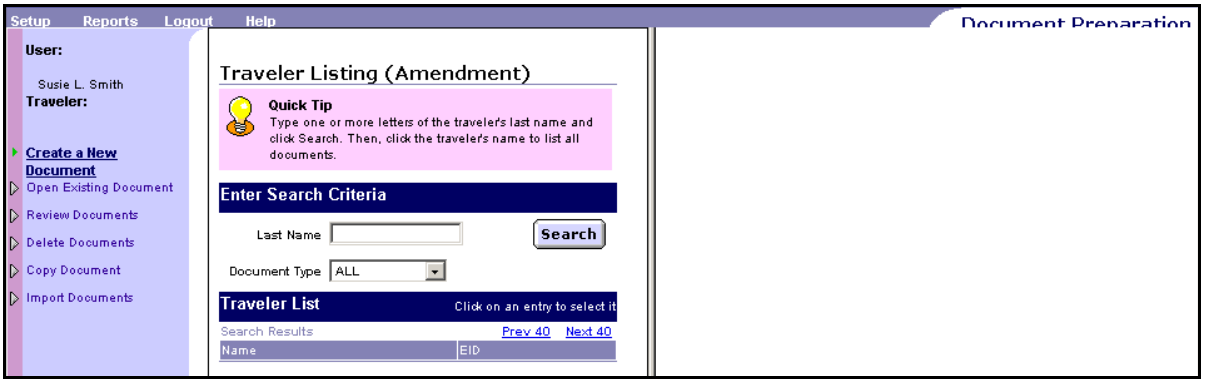
1. Click the **Create a New Document** link under the Document Toolbar on the left side of the page. The **New Document** page is displayed.



2. Select **Amendment** from the **Document Type** pull down list.

3. Click in the **Traveler Name** field on the **New Document** page.

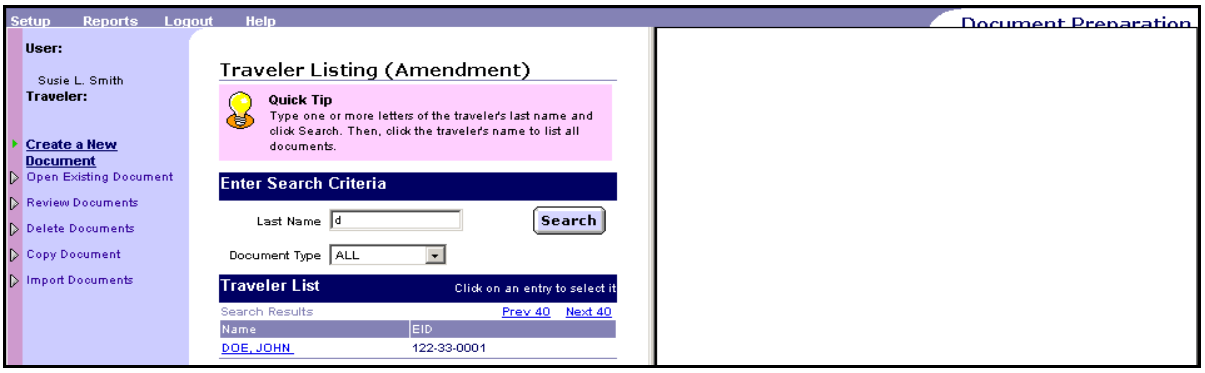
4. The **Traveler Listing (Amendment)** page is displayed.



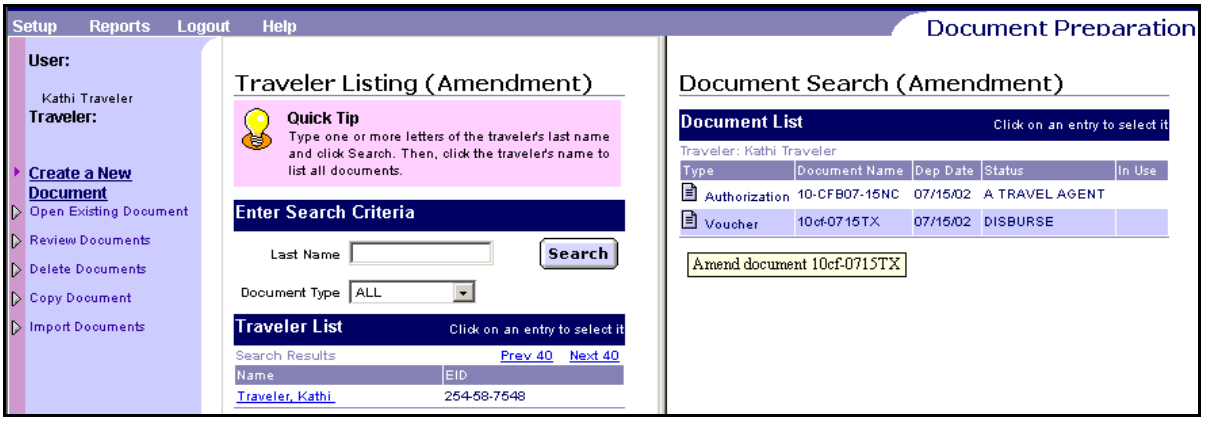
5. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the Traveler (or a portion of the name). Click the

button beside the **Last Name** field.

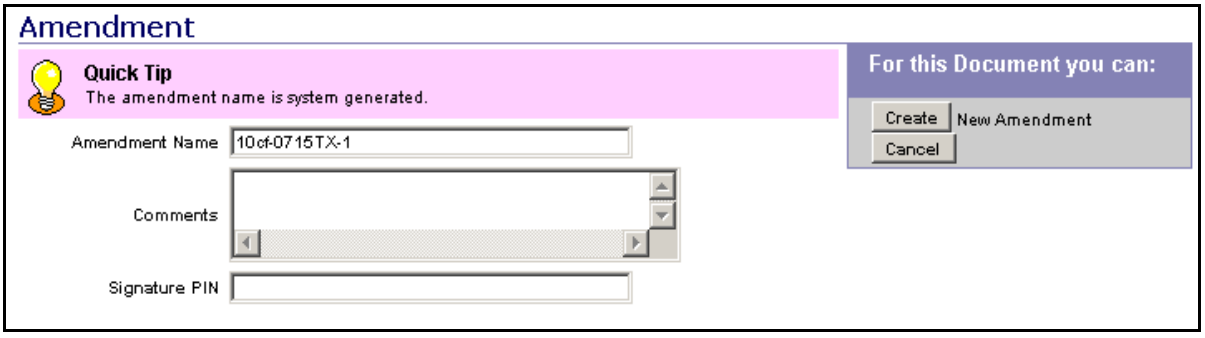
6. The **Traveler Listing (Amendment)** page is displayed with a list of Traveler' names under the **Traveler List** on the left side of the page. Use the **Prev 40** or the **Next 40** link, located in the **Traveler List** area, if necessary to scroll through the list of Travelers.



7. Click the **Name** link of the desired Traveler in the **Traveler List** area on the left side of the page. All documents that are available to be amended for the selected Traveler are displayed in the **Document List** in the **Document Search (Amendment)** area on the right.



8. Click the **Document** icon of the voucher to amend. The **Amendment** page is displayed.

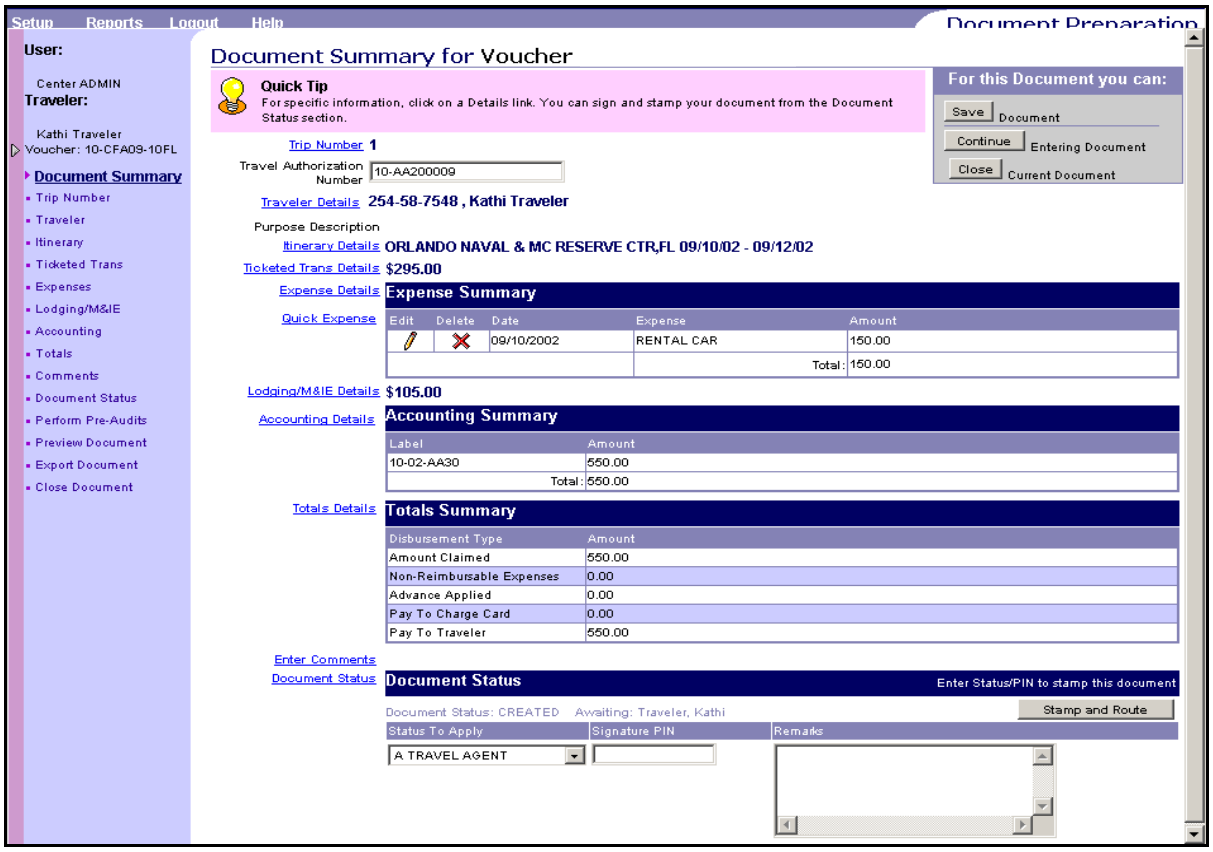


9. Enter the necessary comments to explain the reason for amending the original voucher in the **Comments** area.

10. Click in the **Signature PIN** field and enter the appropriate PIN.

11. Click the Create **New Amendment** button in the **For this Document you can:** area in the top right. The **Document Summary** page is displayed.

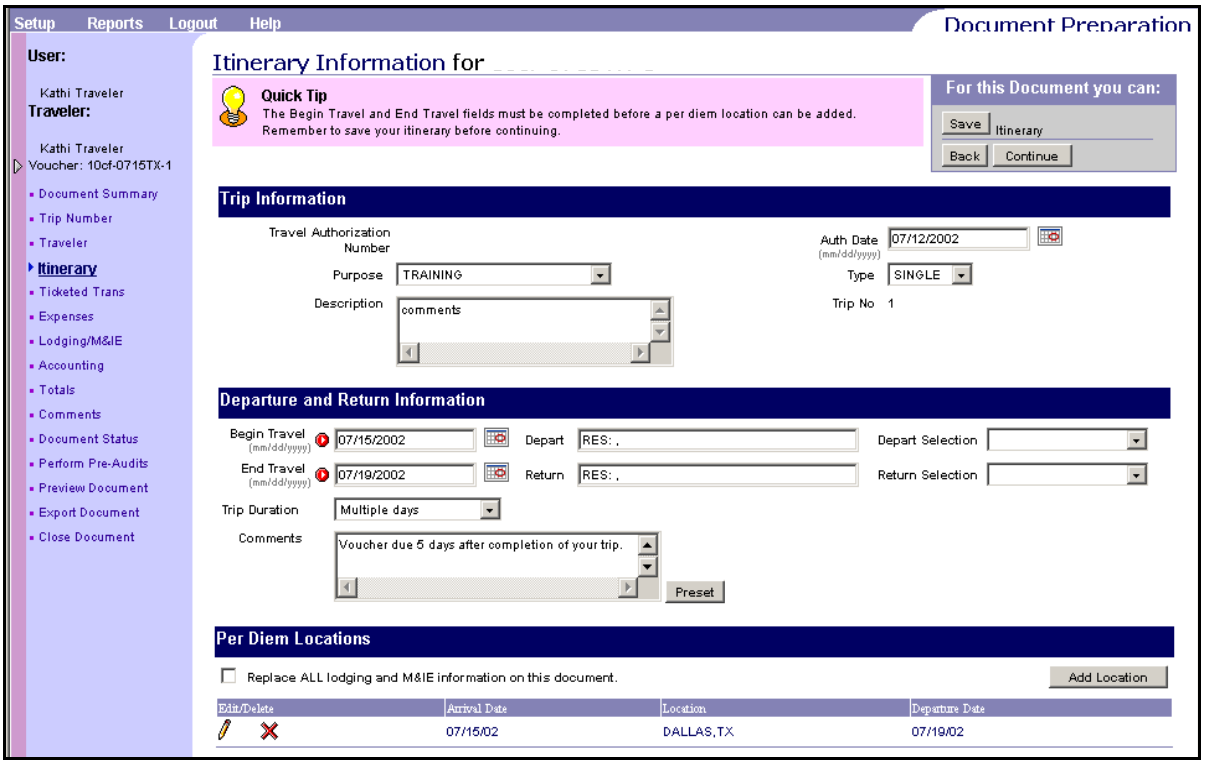
B. DOCUMENT SUMMARY



1. Review those areas that require changes due to the amendment. Click any of the links displayed to view that area of the document to make necessary changes.

2. Click the Continue **Entering Document** button in the **For this Document you can:** area in the top right. The **Itinerary** page is displayed.

C. ITINERARY



1. Review and make any necessary changes to the itinerary.

   a. Click the **Update** icon to edit any per diem location records for changes.

   b. Click the **Delete** icon to delete any per diem location records.

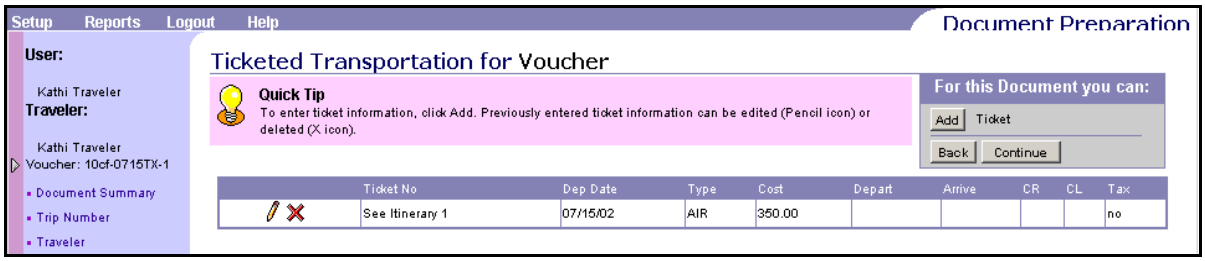
   c. Click the Add Location button, in the **Per Diem Locations** area at the bottom of the page, to add another per diem location to the document.

2. If the dates or the locations have changed, click on the checkbox to place a '√' in the box next to **Replace ALL lodging and M&IE information on this document** in the **Per Diem Locations** area at the bottom of the page. Travel Manager will recalculate the Lodging and M&IE on the amendment to the voucher.

3. Click the Save **Itinerary** button, in the **For this Document you can:** area in the top right, to save the changes to the database prior to making any other changes on the document.

4. Click any links listed under the Document Toolbar on the left side of the page to display any page to make changes or click the Continue button, in the **For this Document you can:** area in the top right, to go to the **Ticketed Transportation** page.

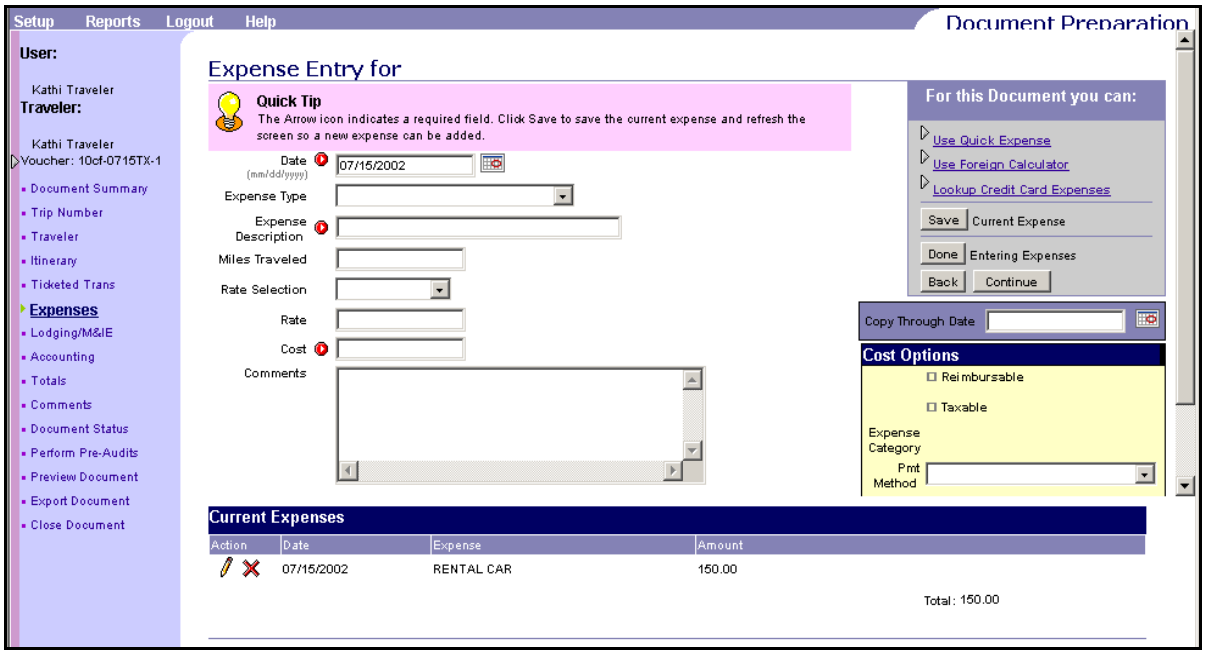
D. TICKETED TRANSPORTATION



1. Review and make any necessary changes to the **Ticketed Transportation** page.
   a. Click the **Update** icon to edit any ticket information records for changes.
   b. Click the **Delete** icon to remove any ticket information records.
   c. Click the Add **Ticket** button in the **For this Document you can:** area in the top right to add a ticket item, if necessary.

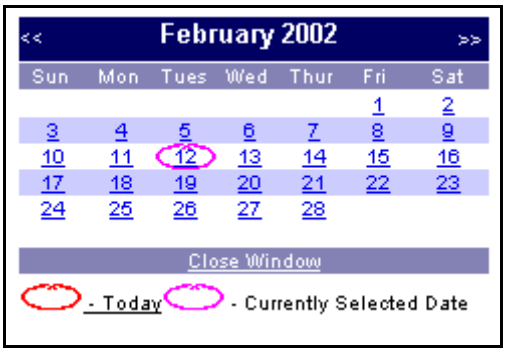
2. Click the Continue button, in the **For this Document you can:** area in the top right, to continue processing the amendment. The **Expense Entry** page is displayed.

E. EXPENSES



1. Review and add or make any necessary changes to an expense(s).
   a. Click the **Update** icon to edit any **Current Expenses** records for modifications.
   b. Click the **Delete** icon to delete any **Current Expenses** records.

2. The **Date** is defaulted to the beginning date of the travel. Click the **Calendar** icon and select the correct date.

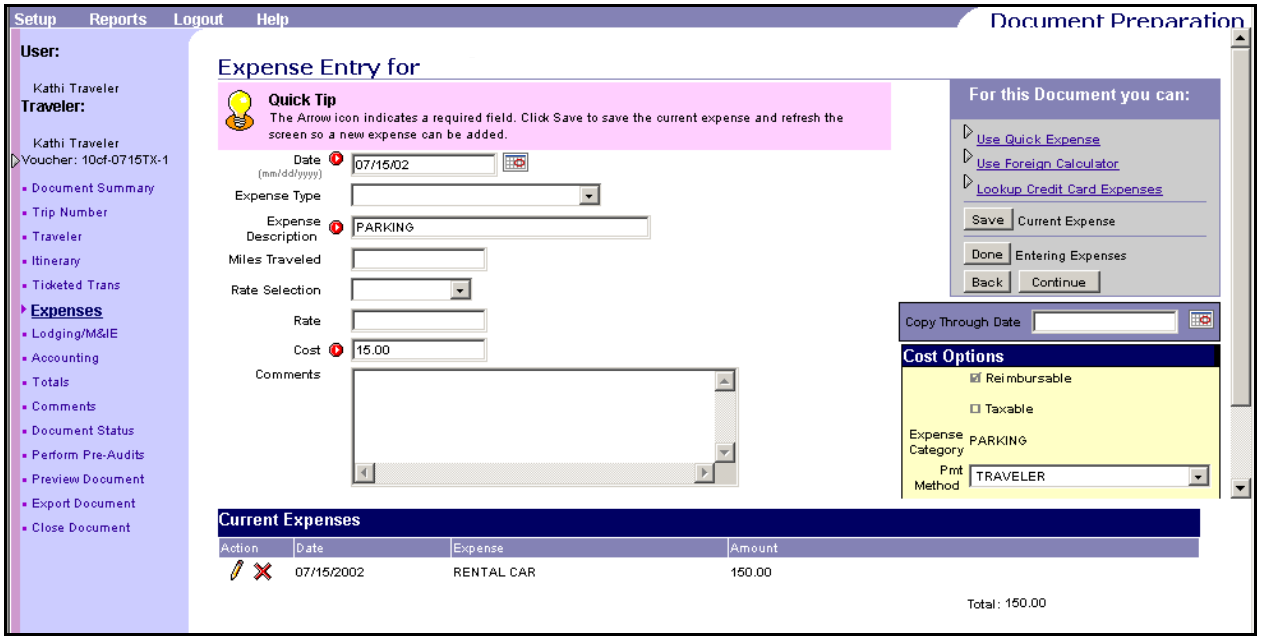


   a. Select the expense desired from the **Expense Type** pull down list. The page is refreshed and any fields with specific information pertaining to the expense selected are displayed in appropriate fields.

   b. Click in the **Cost** field and enter the correct cost**.**

NOTE:

If the same expense occurs on multiple days, a date may be entered in the **Copy Through Date** field above the Cost Options section on the right middle side of the page. The expense will be added/modified for the entered date as well as every day through the date entered.

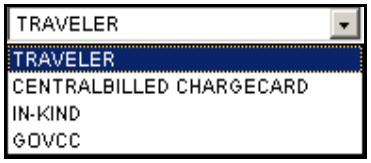


3. Note the **Cost Options** area in the middle of the page at the right.

a. **TRAVELER** is the default reimbursable payment type, in the **Pmt Method** pull down list.

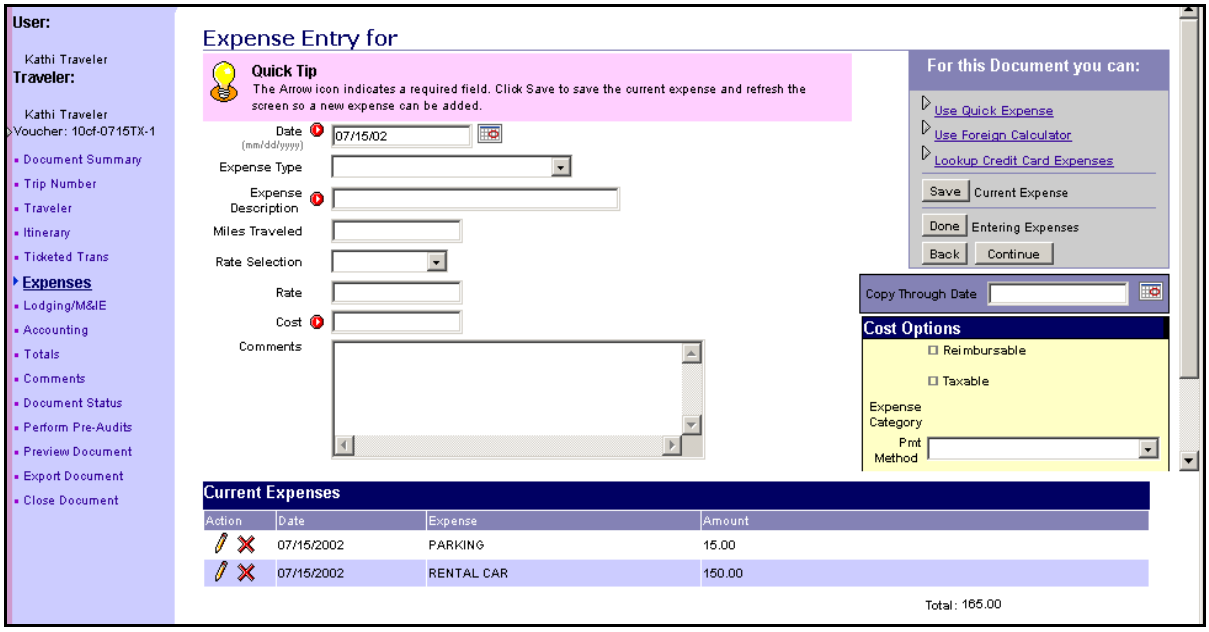
b. The **TRAVELER** payment method is reimbursable to the Traveler.

c. If any other payment type is selected, the expense cost will not be reimbursable to the Traveler.



4. Click the Save **Current Expense** button in the **For this Document you can:** area in the top right. The expense will be included in the **Current Expenses** area at the bottom of the page.

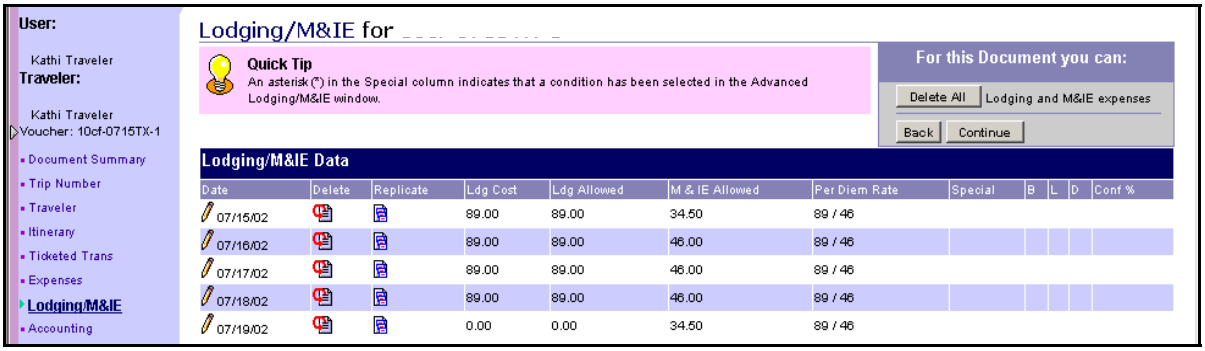
   a. Expenses also can be added by clicking the **Use Quick Expense** link in the **For this Document you can:** area in the top right to speed the entry process. This function is covered in the *Create a Voucher From Authorization* section.



5. If no further amendments are necessary, click the Done **Entering Expenses** button, in the **For this Document you can:** area in the top right, to return to the **Document Summary** page. The Continue button will take you to the **Lodging/M&IE Details** page.

6. Click the **Lodging/M&IE** link on the Document Toolbar on the left side of the page. The **Lodging/M&IE** details page is displayed.

F. LODGING/M&IE



1. Review and make any necessary changes to the **Lodging/M&IE** data. This is an amendment; if the Traveler has already been reimbursed for the lodging, leave the lodging costs at zero. If there is a change to the amount of the lodging, then make the necessary corrections.

    a. Use the Delete All **Lodging and M&IE expenses** button, in the **For this Document you can:** area in the top right, to reset all actuals or overrides that were entered back to the per diem, if actuals or overrides were not used.

    b. Use the Continue button, in the **For this Document you can:** area in the top right, to go to the **Available Accounting Code** page.

    c. Use the Back button, in the **For this Document you can:** area in the top right, to return to the **Expense Entry** page.

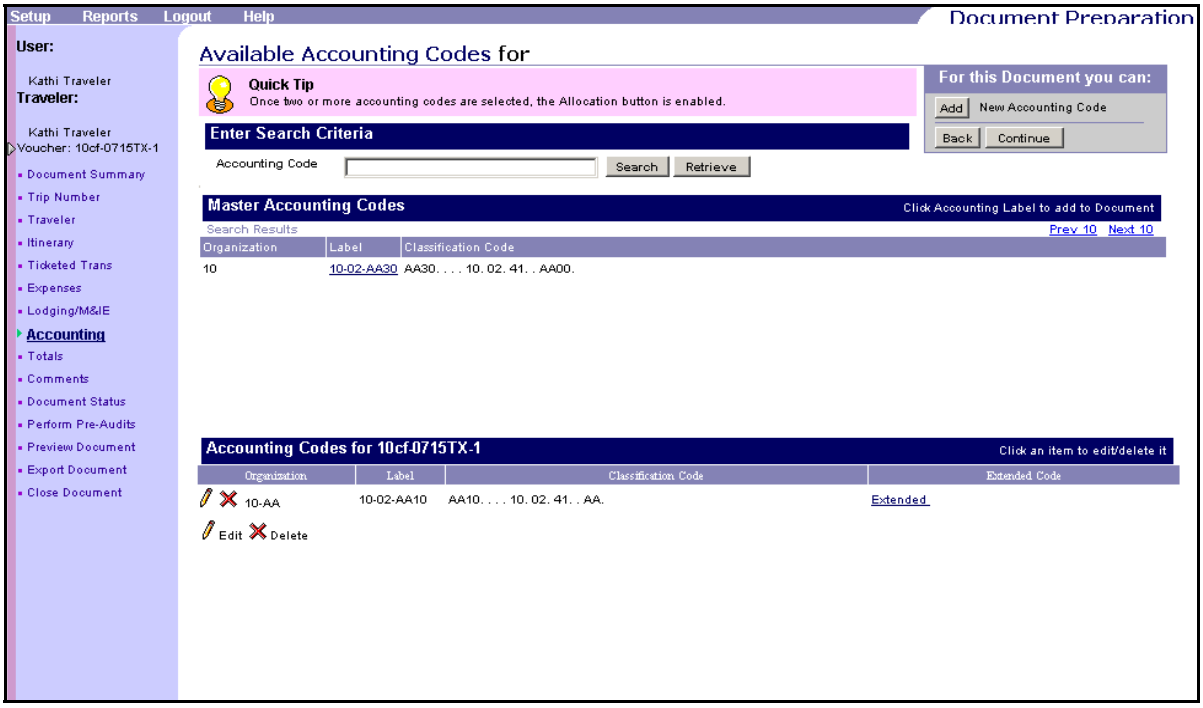
    d. Use the **Delete** icon in the **Lodging M&IE Data** area to delete a specific Lodging/M&IE record. The lodging costs will be zeroed rather than reset.

    e. Use the **Replicate** icon to copy lodging costs from one line to the line below.

    f. Use the **Update** icon to edit the **Lodging/M&IE** records. The **Update Lodging and M&IE Expenses** page is displayed. Corrections can be made on this page.

2. Click the Continue button in the **For this Document you can:** area in the top right. The **Available Accounting Codes** page is displayed.

G. ACCOUNTING

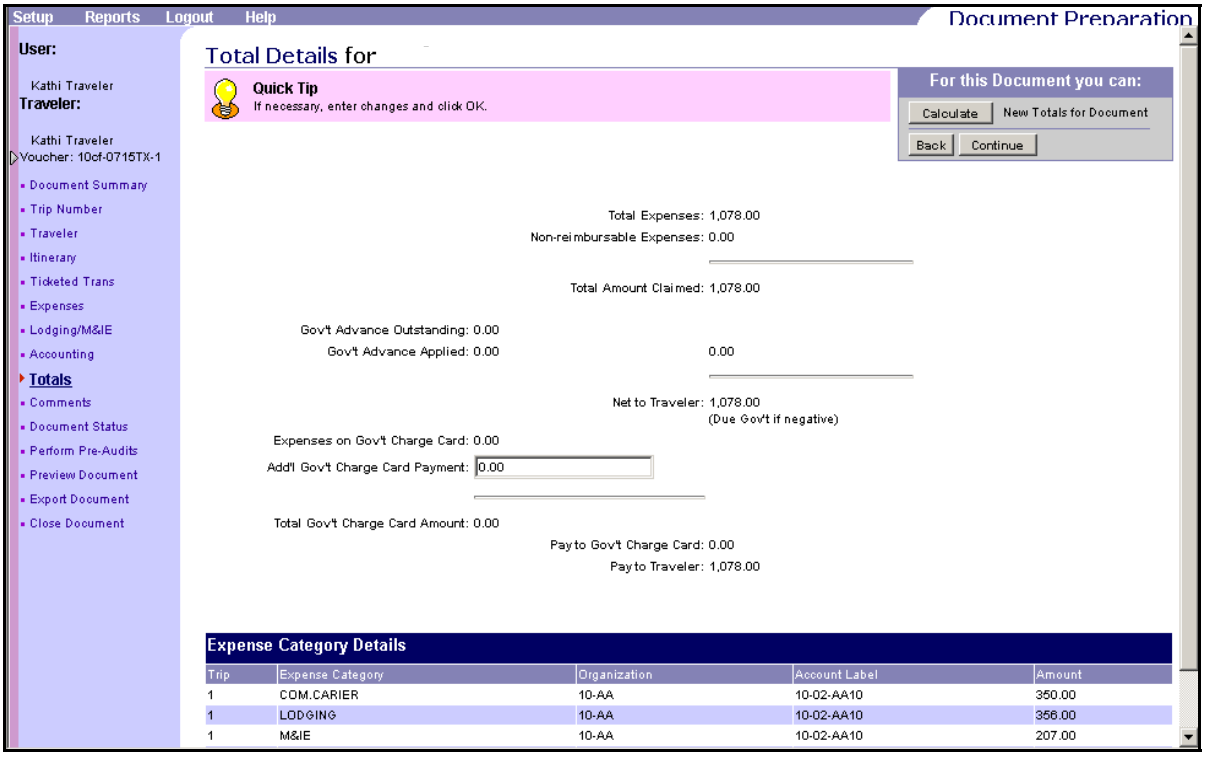


1. Review and make any necessary changes to the accounting code information.
    a. Click the **Update** icon to edit any accounting code records for changes, if necessary.
    b. Click the **Delete** icon to remove any accounting code records, if necessary.
2. To add another account code:
    a. If the account code desired is not initially in the **Master Accounting Code** area.
        i. Enter the appropriate account code in the **Accounting Code** field.
        ii. Click the Retrieve button next to the **Accounting Code** field.
        iii. If the account code is valid and available to the Traveler, it is listed in the **Master Accounting Codes** list.
        iv. Select the label from the **Master Accounting Codes** area at the top of the page to add it to the **Accounting Codes for the Document** area at the bottom of the page.
    b. If the account code is in the **Master Accounting Code** are:
        i. The Search button will search the accounting codes listed under the **Master Accounting Codes** area.

ii. Select the label from the **Master Accounting Codes** area at the top of the page to add it to the **Accounting Codes for the Document** area at the bottom of the page.

3. Click any links listed on the Document Toolbar on the left side of the page to display the desired page for making amendment changes or click the Continue button, in the **For this Document you can:** area in the top right, to display the **Total Details** page.

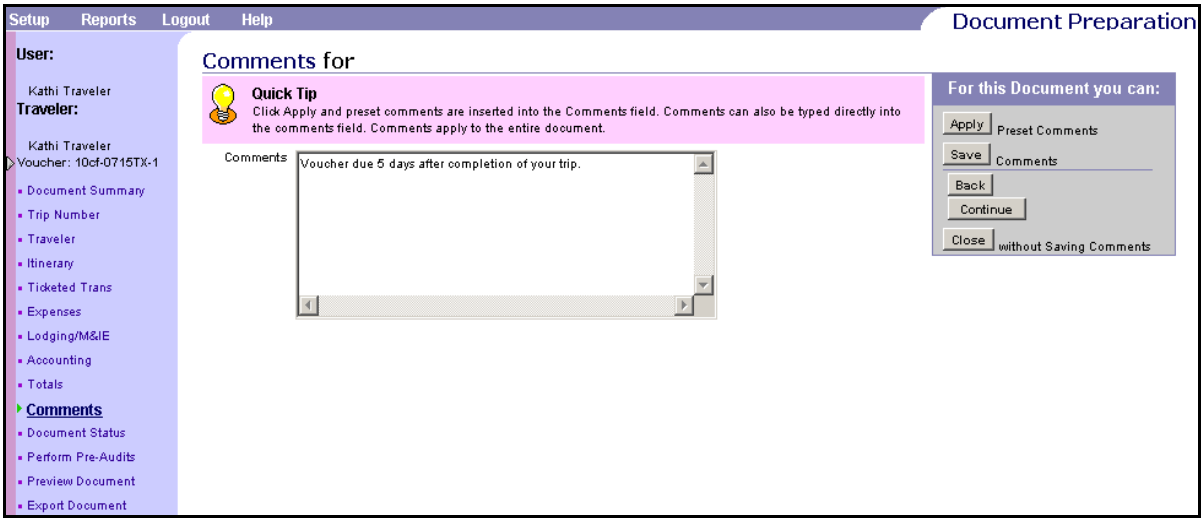
H. TOTALS



1. Review the details of the expense categories and the net due the Traveler.

2. Click any links listed on the Document Toolbar on the left side of the page to display the desired page for making amendment changes or click the Continue button, in the **For this Document you can:** area in the top right, to display the **Comments** page.

I. COMMENTS



1. **Always** enter notes about any additions or deletions of expenses and any increases or decreases in the amount of any existing expenses in the **Comments** field. The comments added by the Preparer or Traveler will assist the Approvers and Auditors to clearly determine what changes have been made for the amendment.

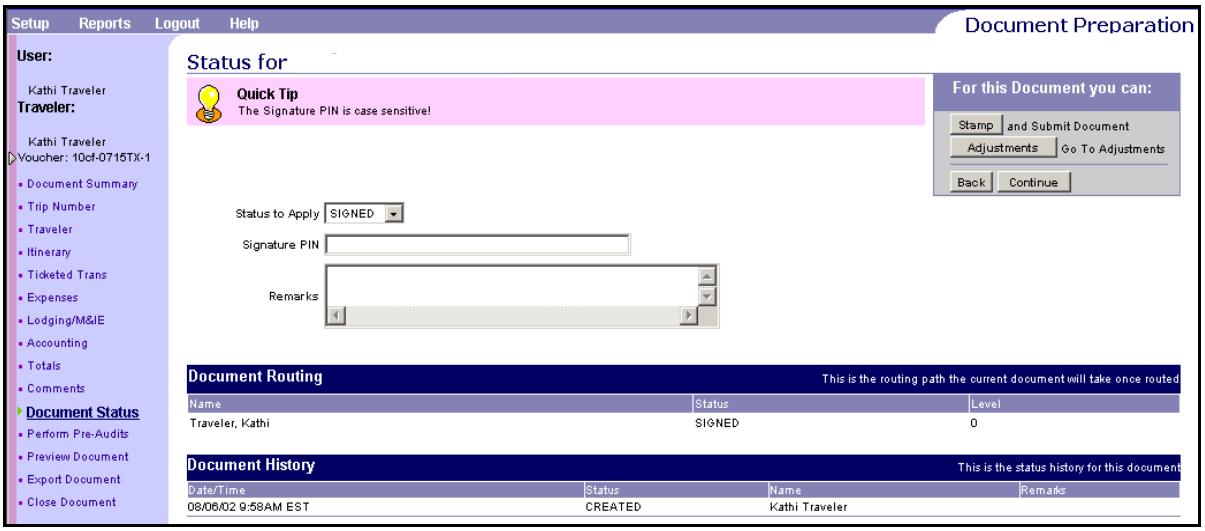
2. Click at the end of any previous comments entered. Enter any additional comments.

3. Click the Save **Comments** button, in the **For this Document you can:** area in the top right, to save the additional comments. The **Document Summary** page is displayed.

    a. If additional changes are needed, click any links listed on the Document Toolbar on the left side of the page to display the desired page to make additional changes to the amendment.

4. Click the **Document Status** link on the Document Toolbar on the left side of the page. The **Status** page is displayed.

J. DOCUMENT STATUS



1. To view the amended document as a printed form and view the difference between the original voucher and the amended voucher:

   a. Click on the **Preview Document** link under the Document Toolbar on the left side of the page.

   b. The browser will launch a new window over the existing window. The travel voucher may be reviewed on the screen or printed.

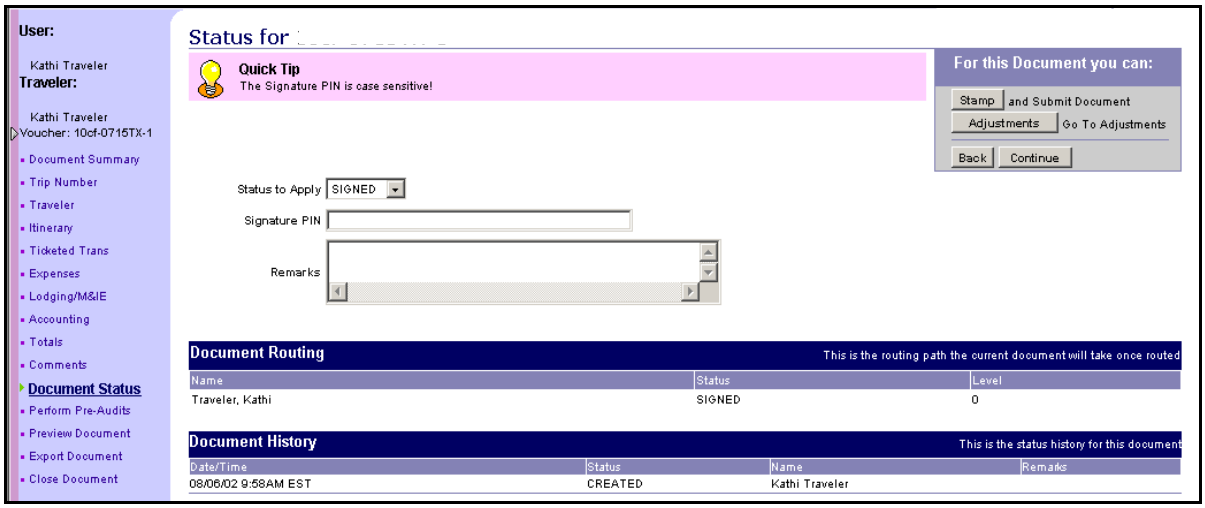
   c. Scroll down to block (13) **COMMENTS** and read the comments for **AMENDMENT**. Make sure the amount is correct.

```
===(13)COMMENTS:=================================================================
 AMENDMENT: Actual Net to Traveler for this document:          15.00
 Voucher due 5 days after completion of your trip
 Added 15.00 for parking at lodging, omitted from original voucher.
```

   d. If the value is positive, the amount is the additional amount due to the Traveler. If the value is negative, the amount is to be paid to the government.

   e. Use the browser and/or reader **Print** button to print a paper copy of the travel document if desired.

   f. Close the print preview window. The **Status** page will still be displayed.

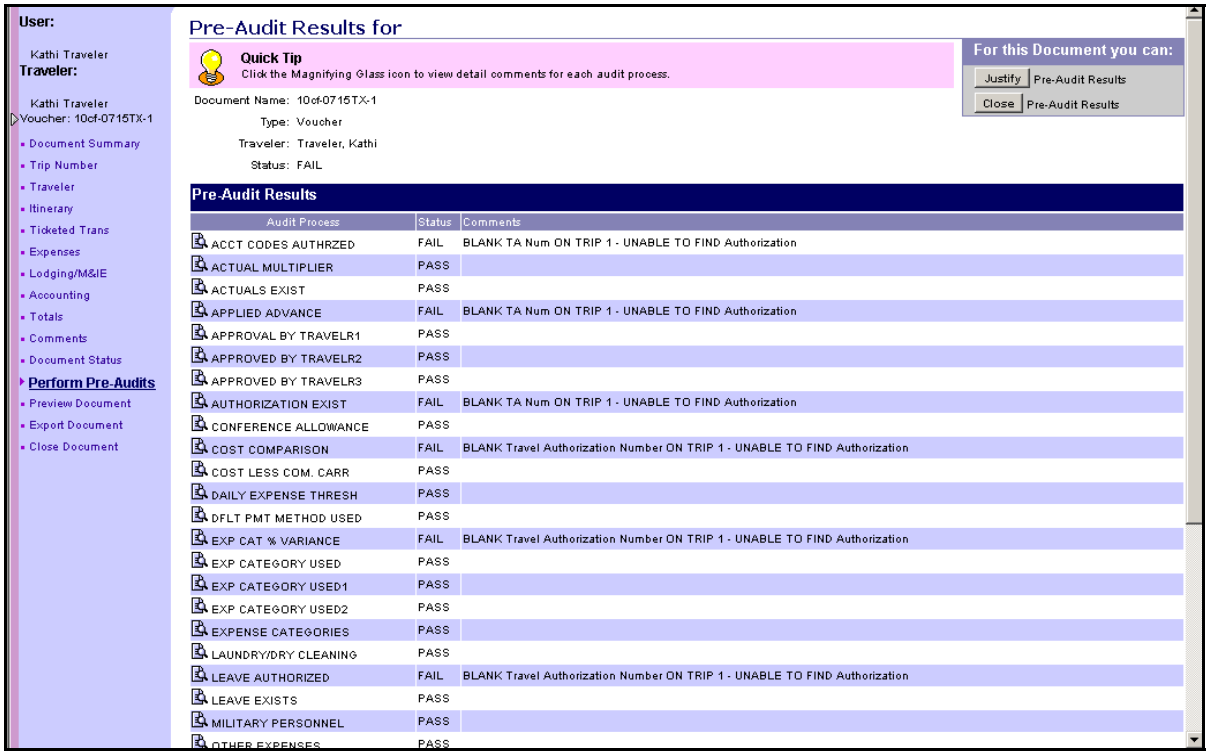


2. The **Status to Apply** is set at **SIGNED**. DO NOT CHANGE IT.

3. Click in the **Signature PIN** field and enter the appropriate Signature PIN

4. Click the Stamp **and Submit Document** button in the **For this Document you can:** area in the top right. The **Pre-Audit Results** page is displayed.

K. PERFORM PRE-AUDITS



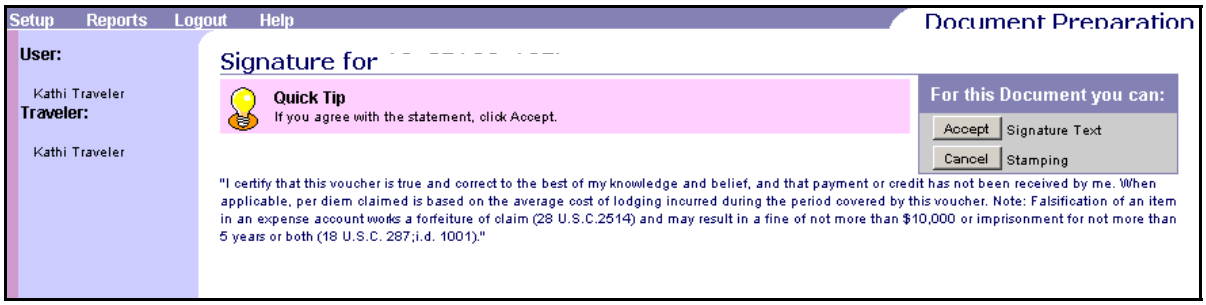
1. Review the **Pre-Audits Results** page that Travel Manager has processed for the Amended Voucher from Authorization.

2. If any audit fails, the word '**FAIL**' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A '**FAIL**' draws attention to a particular process to ensure the preparer or signer has entered and reviewed the data.

NOTE:

Click on the Cancel button in the **For this Document you can:** area in the top right, if changes are made, prior to signing. The document will not be signed and will not route.

3. Click the Continue **Stamping the Document** button in the **For this Document you can:** area in the top right. The **Signature** certification page is displayed.



4. If in agreement with the signature certification statement, click the Accept **Signature Text** button in the **For this Document you can:** area in the top right. The document will be routed.

NOTE:

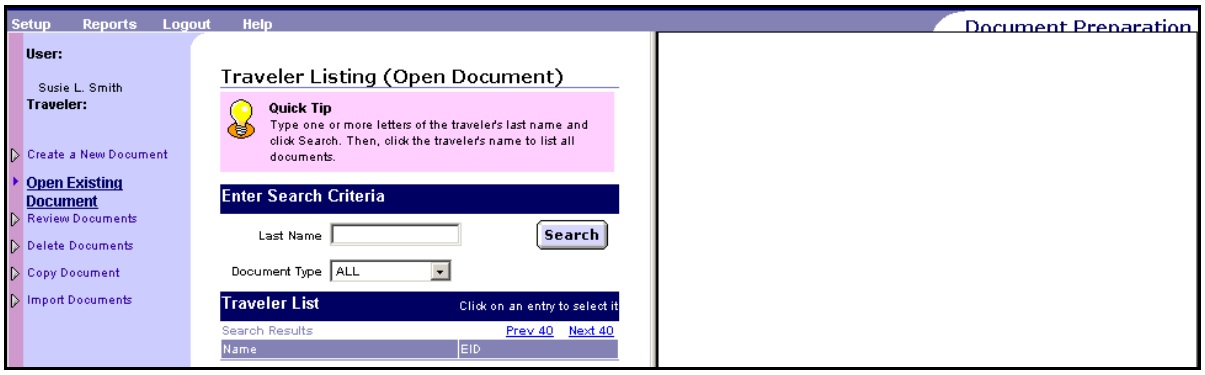
If not in agreement, click the Cancel **Stamping** button in the **For this Document you can:** area in the top right. The document will not be stamped and will not route.

5. Travel Manager displays the **Travel Manager Web** window, indicating the document has been routed to the traveler.

6. The traveler ***must*** login to Travel Manger and sign and certify the voucher to route the document.

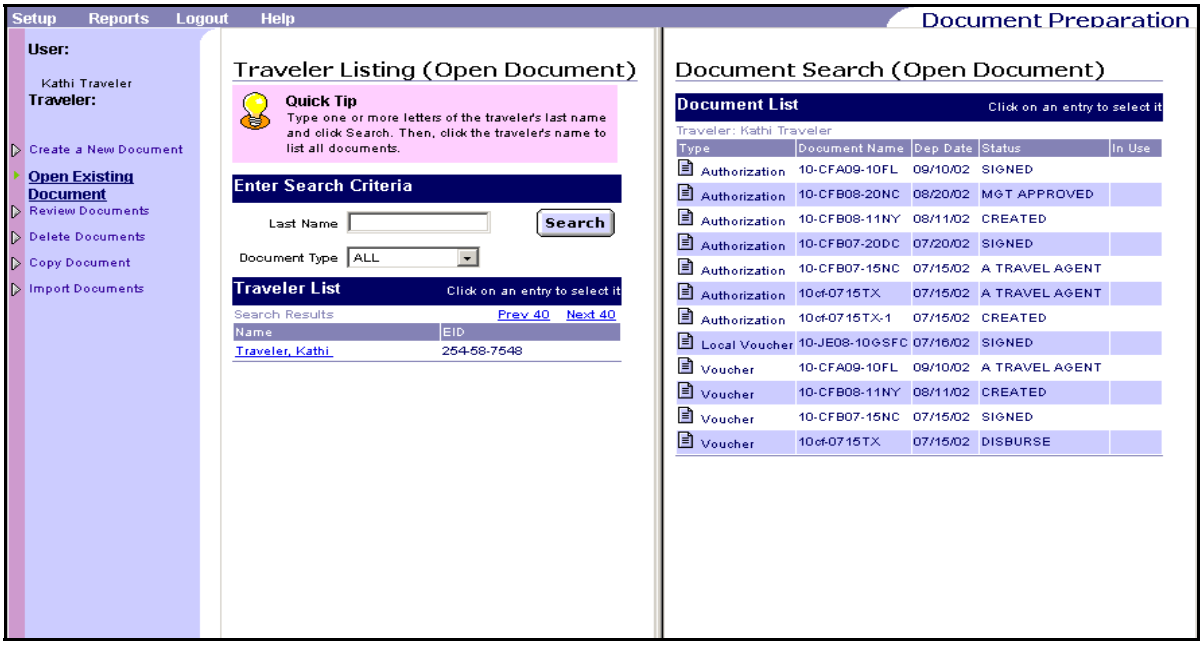
L. OPEN EXISTING DOCUMENTS (VIEW UPDATE)

1. Click the **Open Existing Document** link on the Document Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page is displayed.

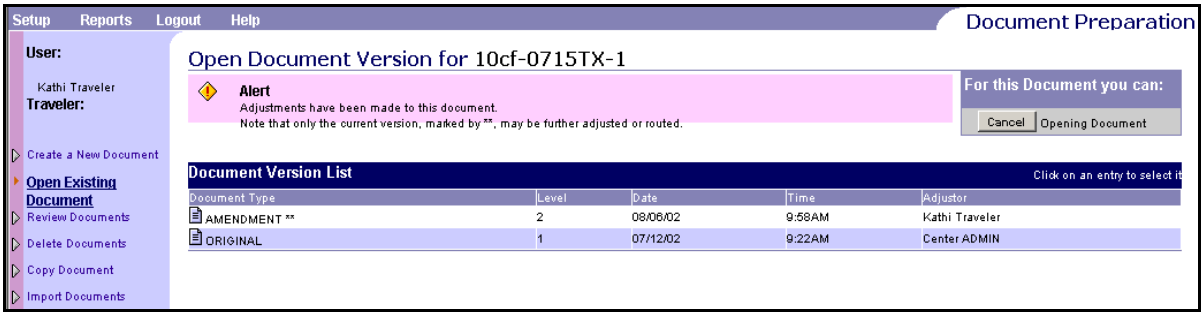


2. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the Traveler (or a portion of the name). Click the Search button. The **Traveler Listing (Open Document)** page is displayed with a list of Travelers on the left side of the page.

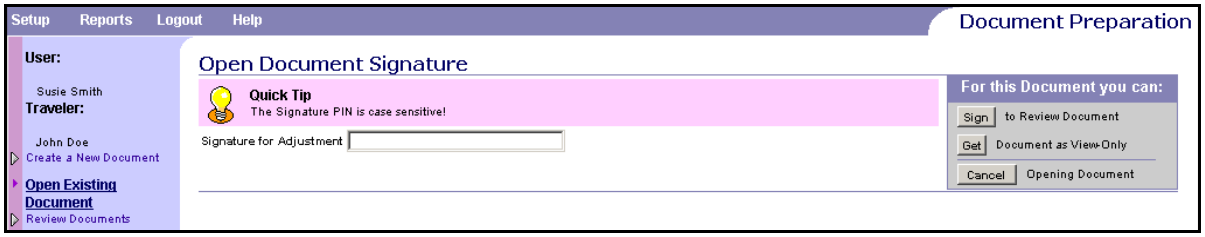
3. Click the EID (**SSN)** link of the desired Traveler in the **Traveler List** area on the left side of the page. All documents that are available to be viewed for the selected Traveler will be displayed in the **Document List** in the **Document Search (Open Document)** area on the right.



4. Click the **Document** icon of the desired document to view.

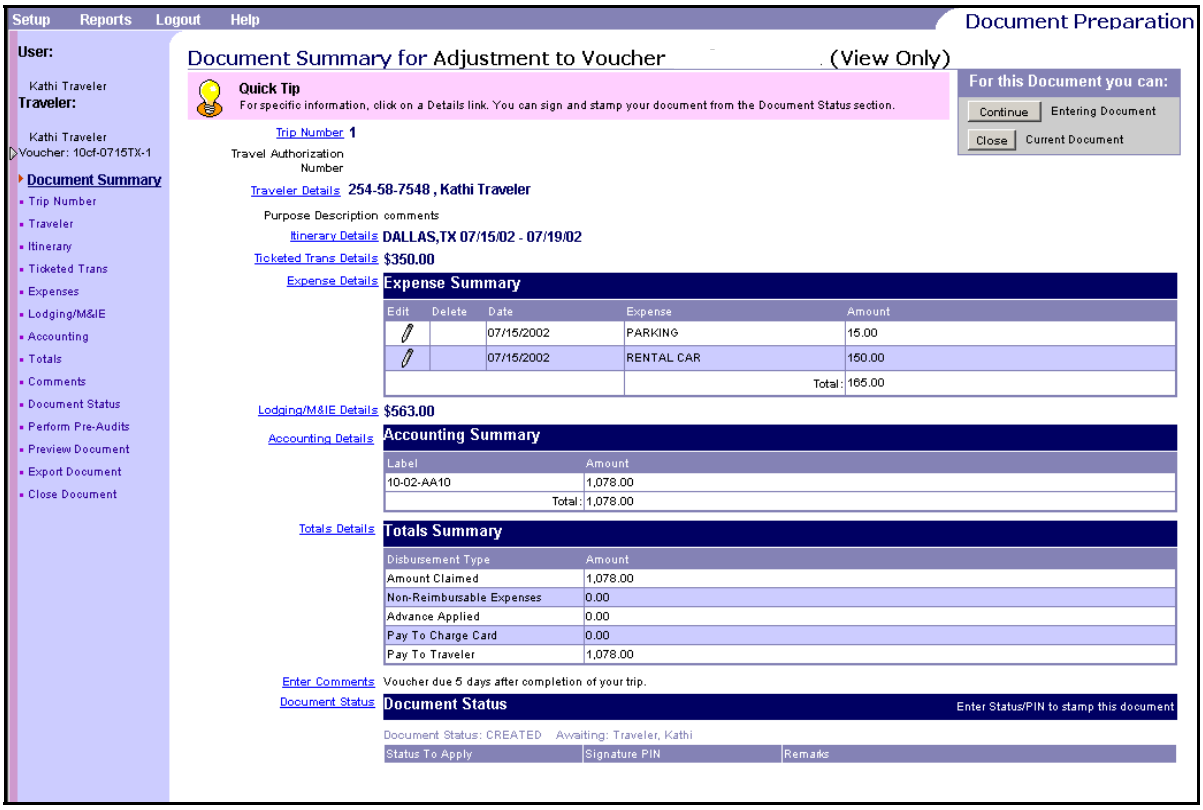


5. Click the **Document** icon with the double asterisk '**'. The double asterisk identifies the current version of the document. The **Open Document Signature** page is displayed.

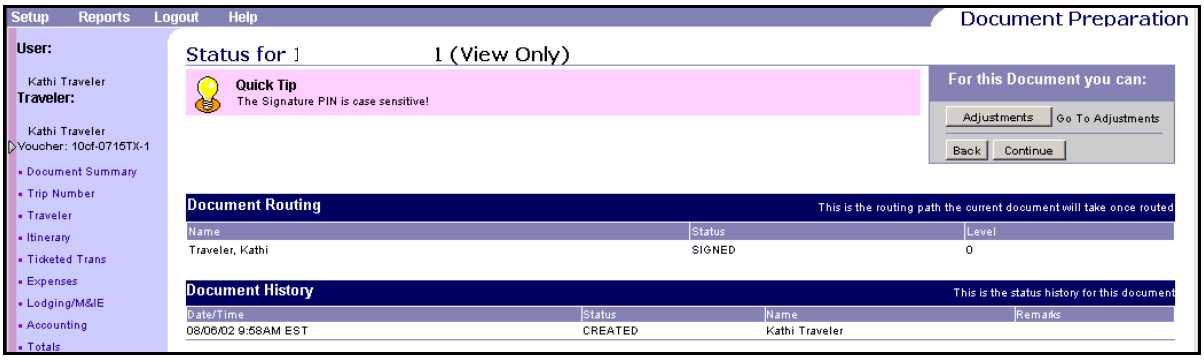


6. Click the Get **Document as View Only** button in the **For this Document you can:** area in the top right. No signature is required.

7. The **Document Summary for Adjustment to Voucher (View Only)** page is displayed.



8. Click the **Document Status** link under the Document Toolbar on the left side of the page to view the **Authorization Status** page for the routing list. The document is waiting for the Traveler to certify the amendment to the voucher.

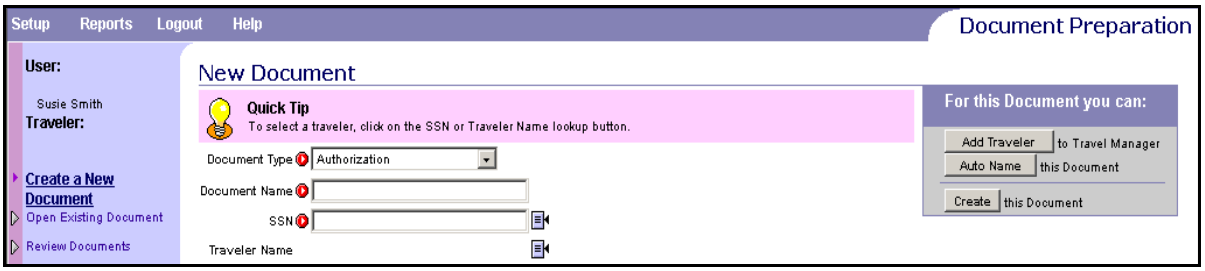


9. Click the **Close Document** link, on the Document Toolbar on the left side of the page, to close the document.

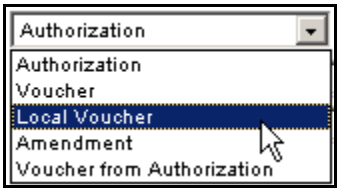
VIII. CREATE A LOCAL VOUCHER

A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The **New Document** page is displayed.



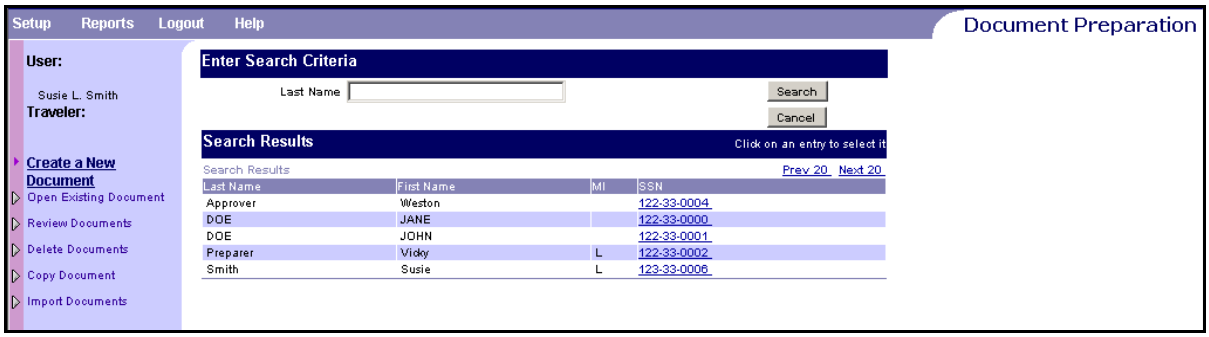
2. Select **Local Voucher** from the **Document Type** pull down list.



3. Click in the **Document Name** field and enter a name consisting of the **Center ID** (always **51** for NASA GSFC), hyphen (-), the preparers **Org Code** (example: **156** (3-letter code to be used), **Date** of departure (example: **08-24** (MM-DD)) use a hyphen '-' to separate the month and day, and **State** or **Country** traveling to (example: **VA**). Example: **51-15608-24VA.**

4. If known, the traveler's Social Security Number can be entered into the Traveler's EID (**SSN)** field. Otherwise, the EID (**SSN) Lookup** or **Traveler Name Lookup** icon can be used to retrieve the traveler from a list.

5. Click the **Traveler Name Lookup** icon to the right of the **Traveler Name** field. The **Enter Search Criteria** page is displayed. Enter part or the Traveler's entire last name.

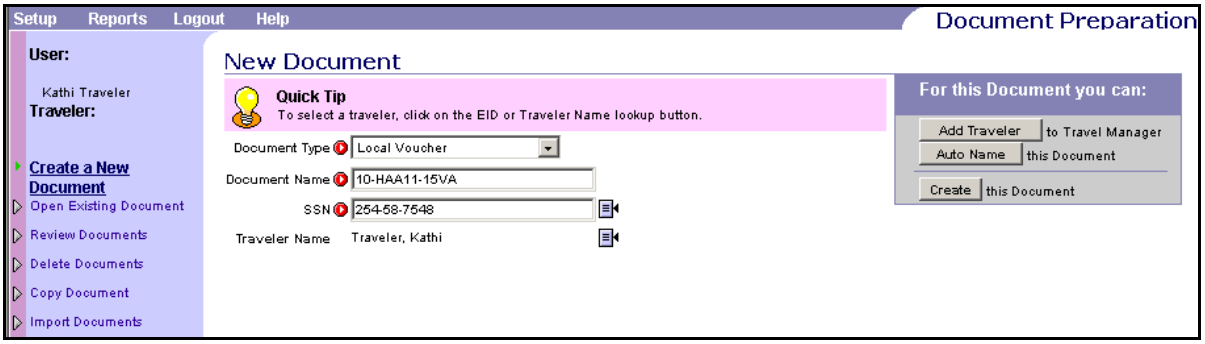


6. Type the first letters of the traveler's last name and click the Search button next to the **Last Name** field. A list of traveler names is displayed.

7. Click the **Prev 20** or **Next 20** links at the top of the list to move backward or forward in the list if necessary.

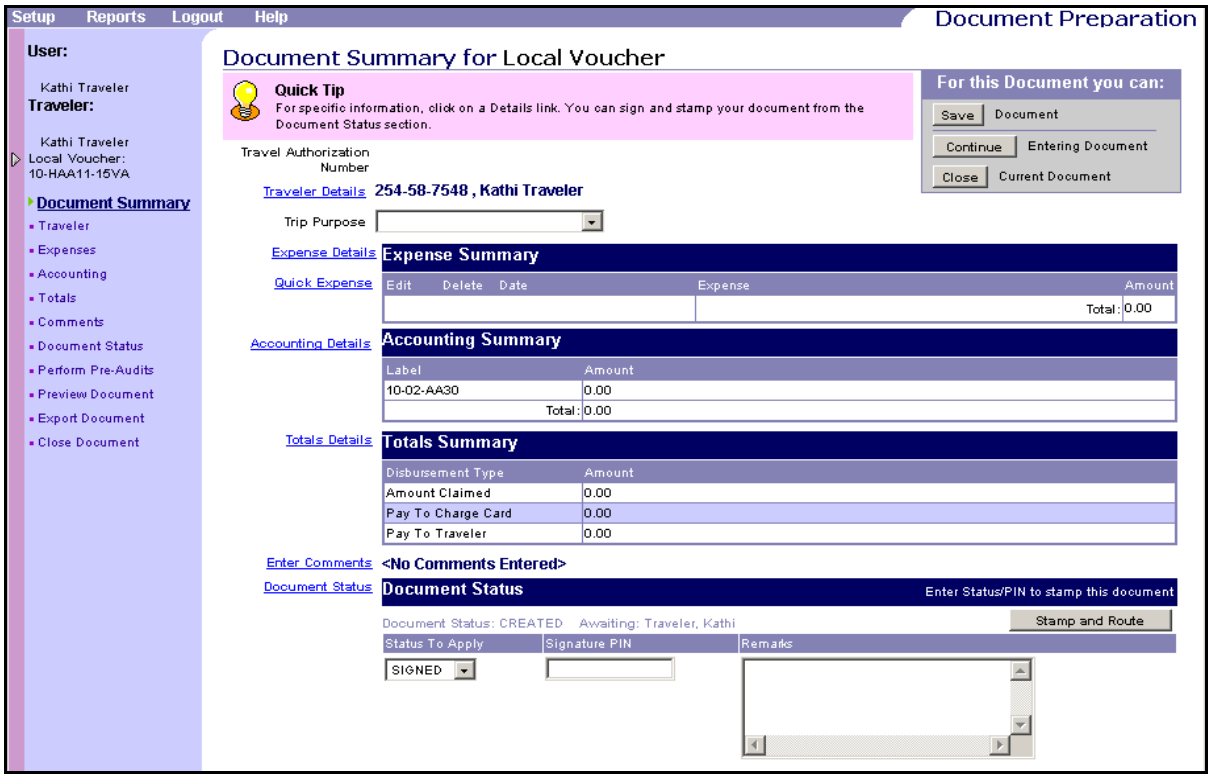
8. Click the EID (**SSN)** link for the traveler's name.

9. The **New Document** page is displayed with the EID (**SSN)** and **Traveler Name** fields filled.

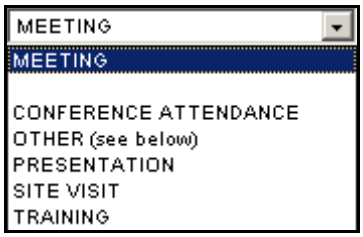


10. Click the Create **this Document** button in the **For this Document you can:** area. The **Document Summary** page is displayed.

B. DOCUMENT SUMMARY



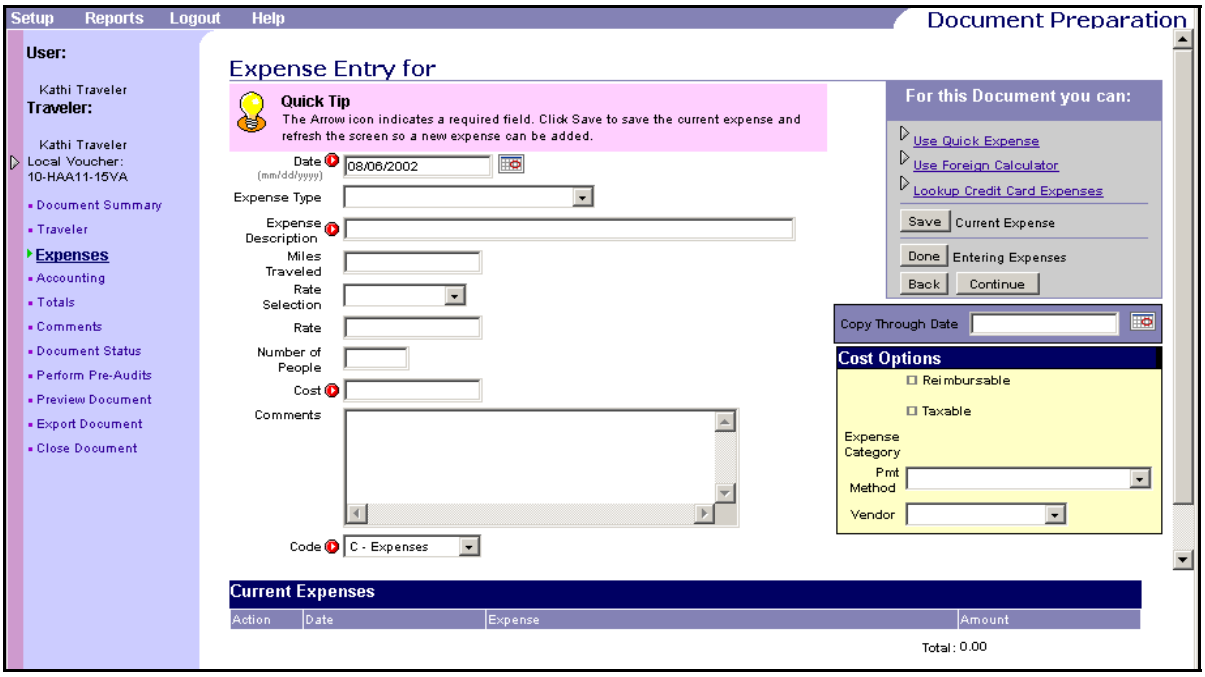
1. Select the **Trip Purpose** pull down list.



2. Click the Save **Document** button in the **For this Document you can:** area in the top right.

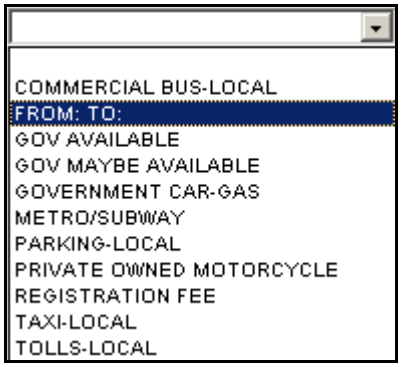
3. Click the Continue **Entering Document** button in the **For this Document you can:** area in the top right. The **Expense Entry** page is displayed.

C. EXPENSES



1. The date will default to the current date. Enter the **Date** in the date field or click the **Calendar** icon next to the date field and click on the appropriate date.

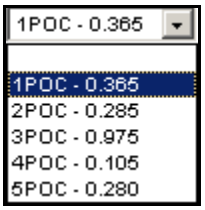
2. Select **FROM: TO:** from the **Expense Type** pull down list.



3. After the word **FROM:** type where you traveled. from. In the **TO:** field type the destination.

4. Press **[TAB]** or click in the **Miles Traveled** field and enter miles.

5. Select the **Rate Selection** pull down list.



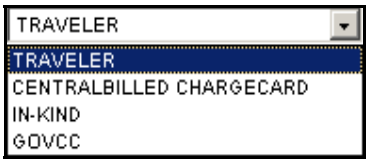
6. The **Cost** field calculates to the mileage to be reimbursed.

7. Click in the **Number of People** field and enter the appropriate number.

8. Scroll down to view the **Pmt Method** field in the **Cost Options** area on the right. Note the following.

   ii. The **Reimbursable** check box is checked.

   iii. **TRAVELER** is the default reimbursable payment method in the **Pmt Method** pull down list. If any other payment type is selected, the expense cost will not be reimbursed to the Traveler.



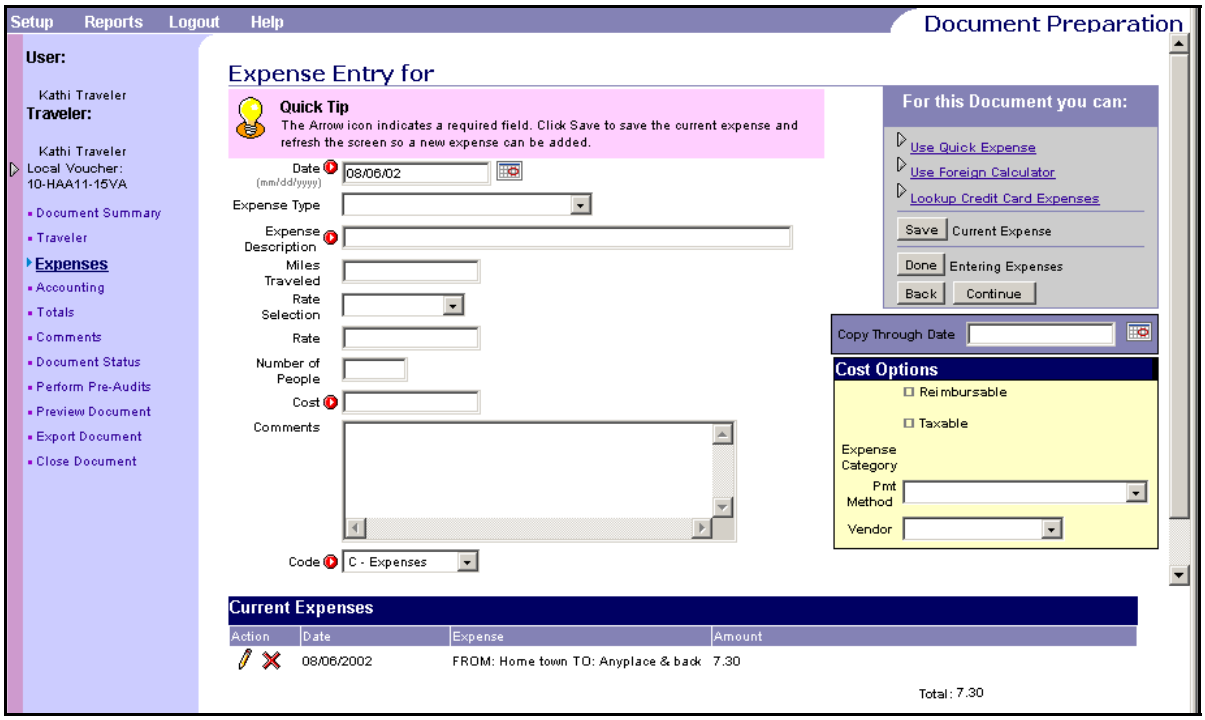
PAYMENT METHOD	REIMBURSABLE CHECKED	EXPLANATION
Traveler	Yes	Reimbursable to Traveler.
Central billed Charge card (CBA)	No	Not Reimbursable to Traveler. Paid by Government.
In-Kind	No	Not Reimbursable to Traveler. Provided at No Cost to Government.
GOVCC	Yes	Reimbursable to Government Credit Card. **The Agency is not currently using this feature. TBD**

9. Click in the **Comments** field and enter any necessary comments for the selected expense.

10 Click the

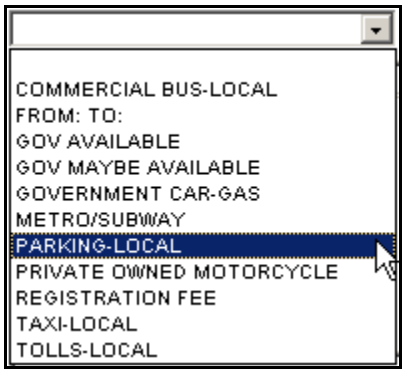
Current Expense button in the **For this Document you can:** area in the top right.

11. The **Expense Entry** page is displayed again with the fields cleared to allow entry of another expense. The first expense record is saved and is displayed at the bottom of the page in the **Current Expenses** area.



12. Notice the date defaults to the current date.

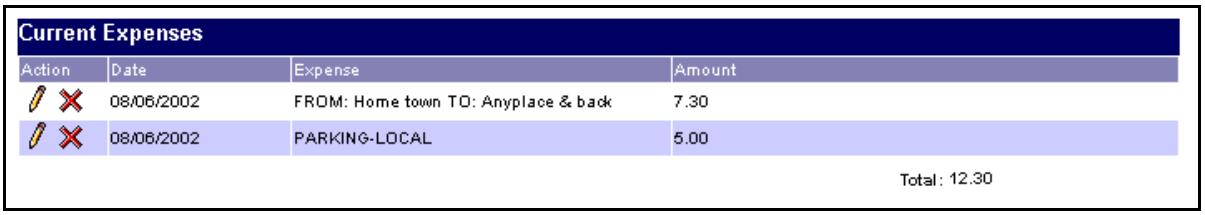
13. Select the type of expense from the **Expense Type** pull down list.



14. Click in the **Cost** field and enter the cost.

15. Click the Save **Current Expense** button in the **For this Document you can:** area in the top right. The **Expense Entry** page displays with the expense record added.

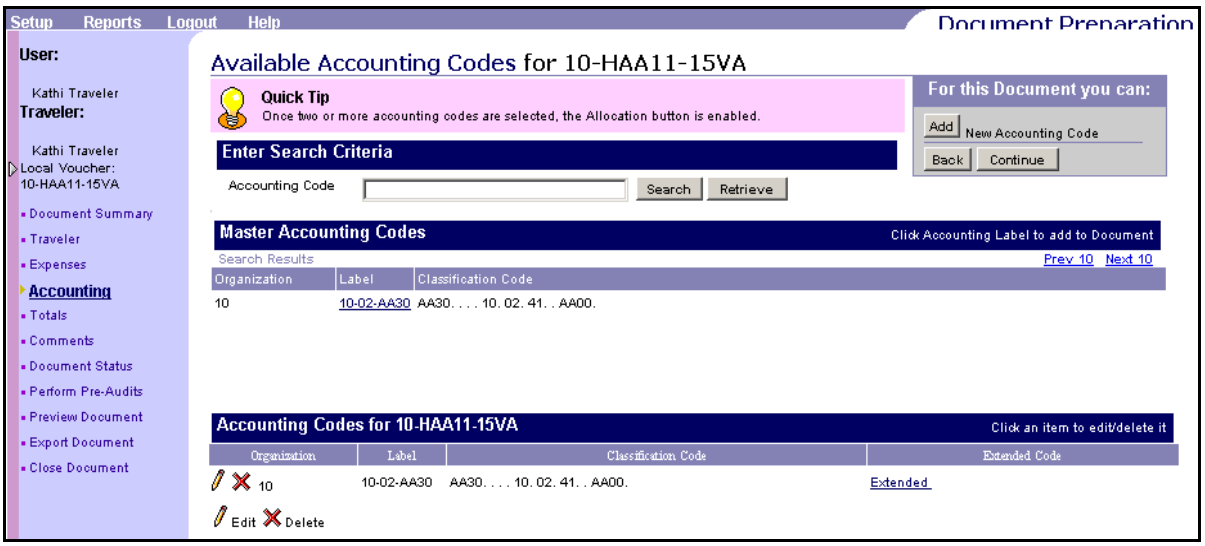
16. The **Expense Entry** page displays the expenses in the **Current Expenses** area at the bottom of the page.



17. Multiple expenses can be added quickly by using the **Use Quick Expenses** link in the **For this Document you can:** area in the top right. This feature is covered in the **Create a Voucher from an Authorization** section of this training module.

18. Click the Continue button in the **For this Document you can:** area in the top right. The **Available Accounting Codes** page is displayed.

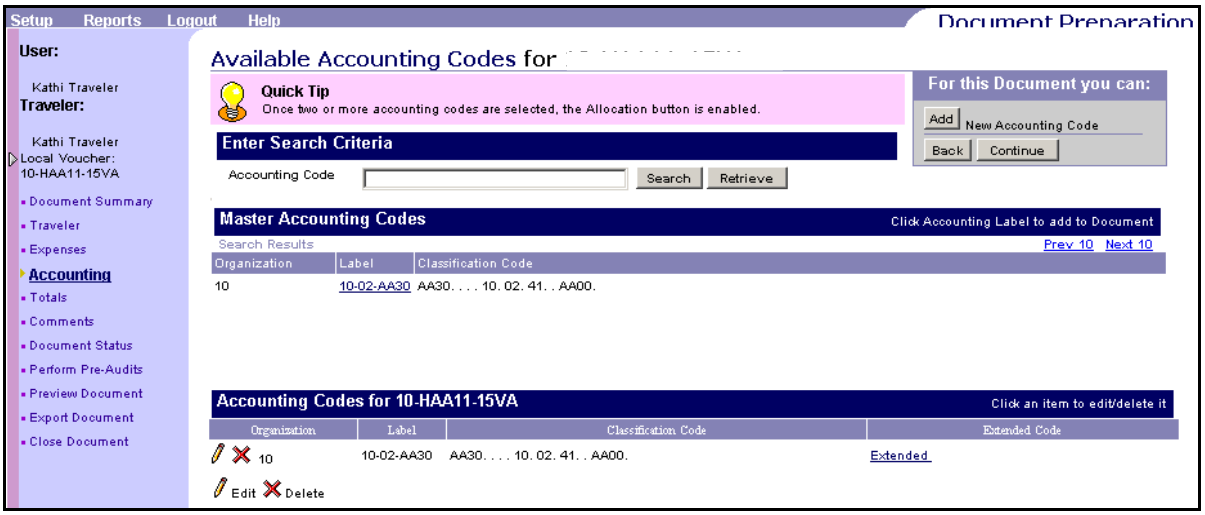
D. ACCOUNTING



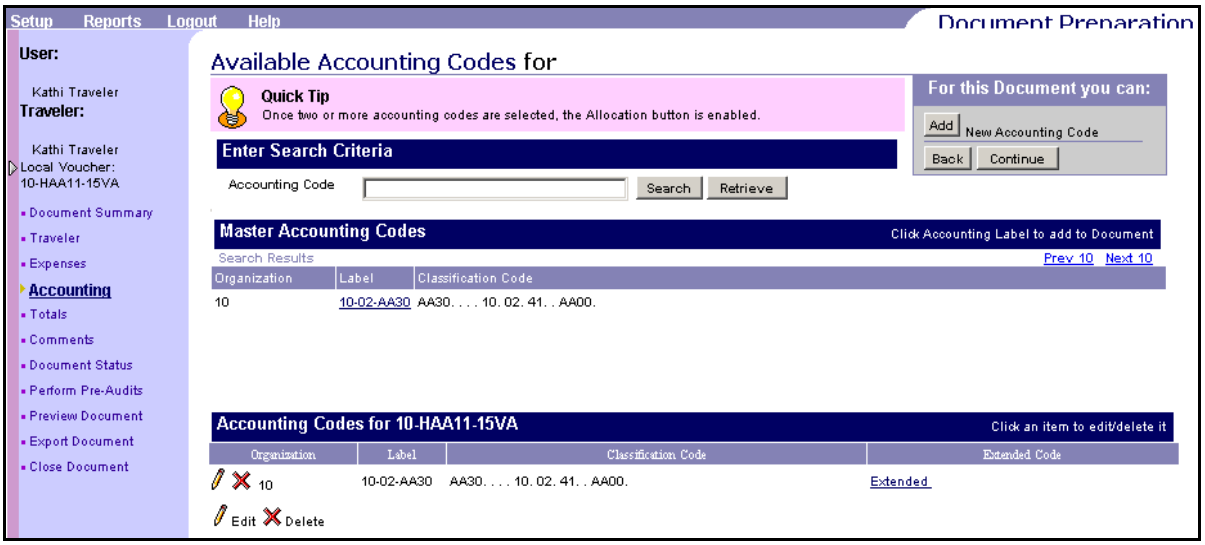
1. The **Label** for the Accounting Code used for Local Travel may need to be retrieved.

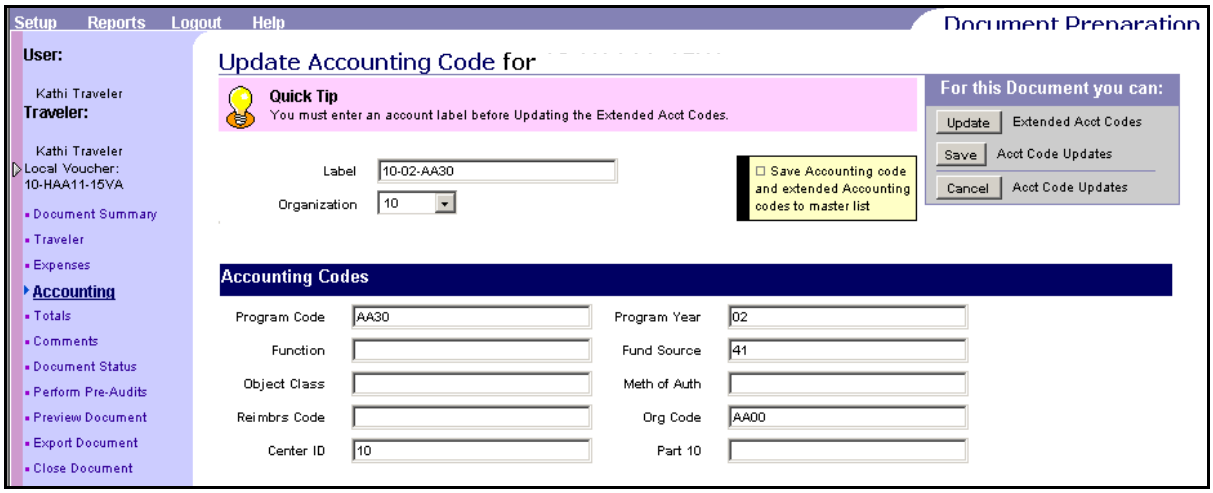
2. Click in the **Accounting Code** field in the **Enter Search Criteria** area and type the accounting label.

3. Click the Retrieve button in the **Enter Search Criteria** area. The **Available Accounting Codes** page is displayed with the label for Local Travel located in the **Search Results** list in the **Master Accounting Codes** area.



4. Click the accounting label to add it to the **Accounting Codes** area at the bottom.



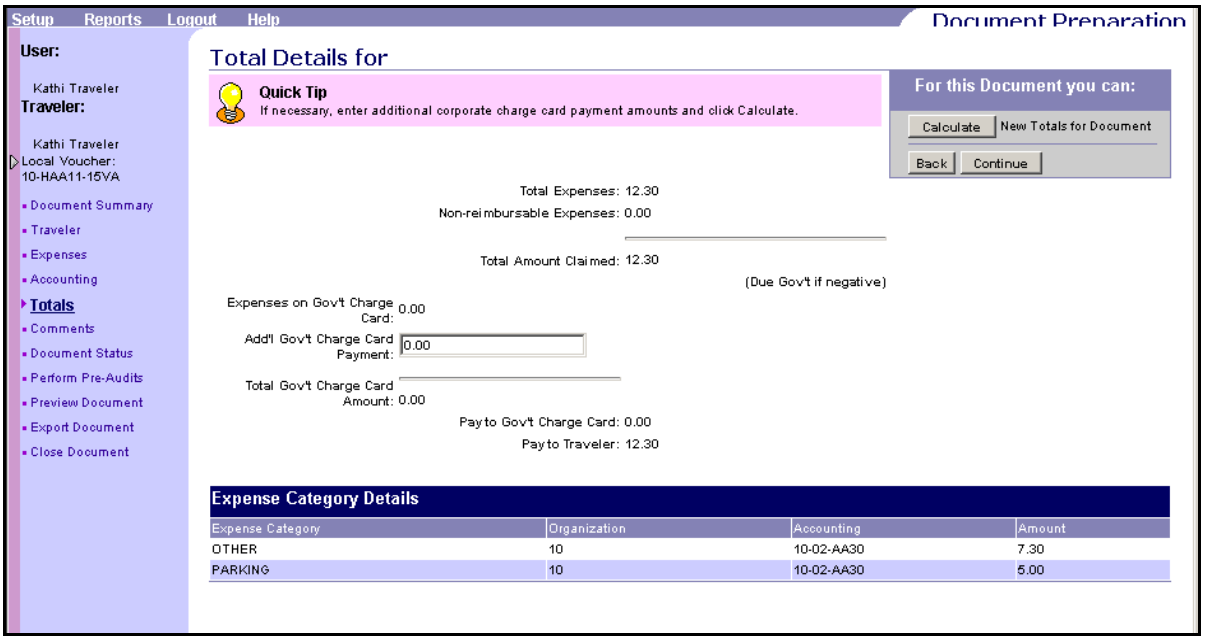


NOTE:

If multiple accounting codes are selected on the document, the funds must be allocated.

5. Click the Continue button in the **For this Document you can:** area in the top right. The **Total Details** page is displayed.

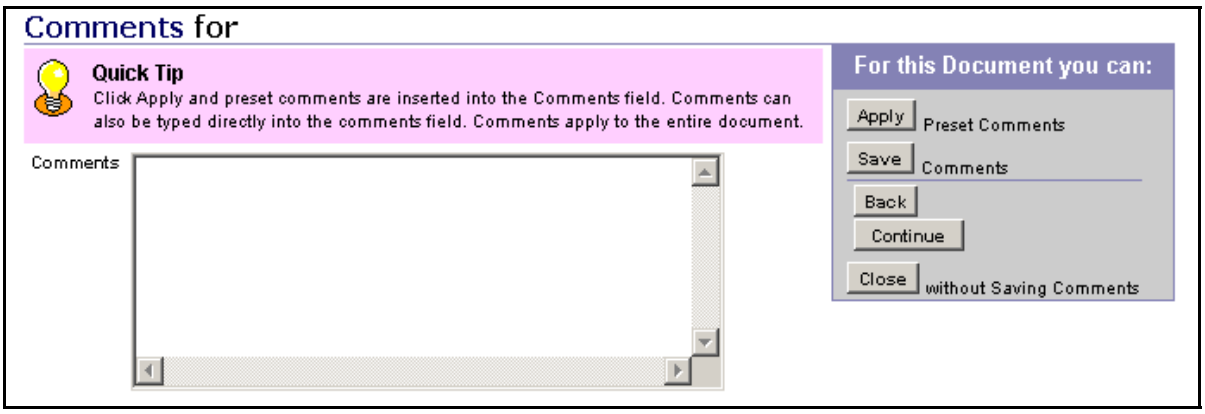
E. TOTALS



1. Review the total details.

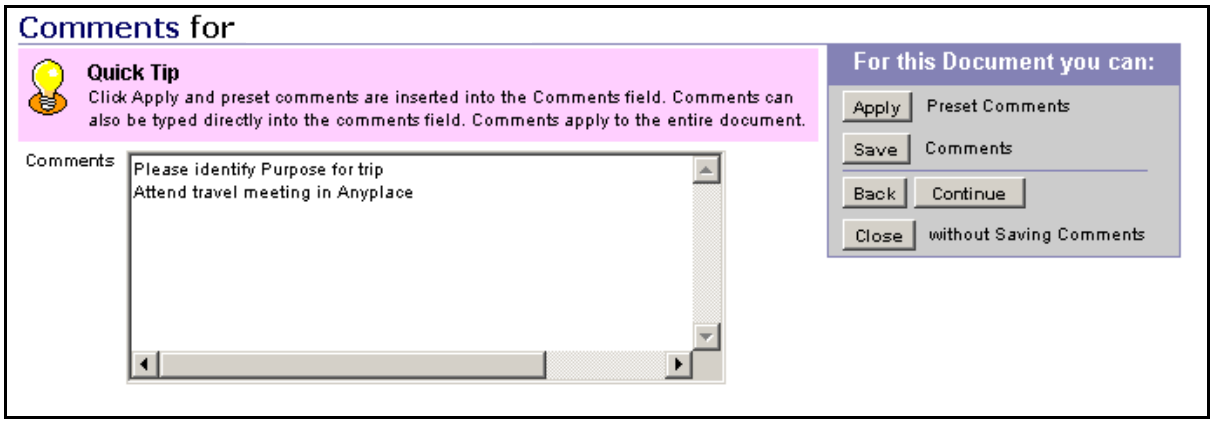
2. Click the Continue button in the **For this Document you can:** area in the top right. The **Comments** page is displayed.

F. COMMENTS



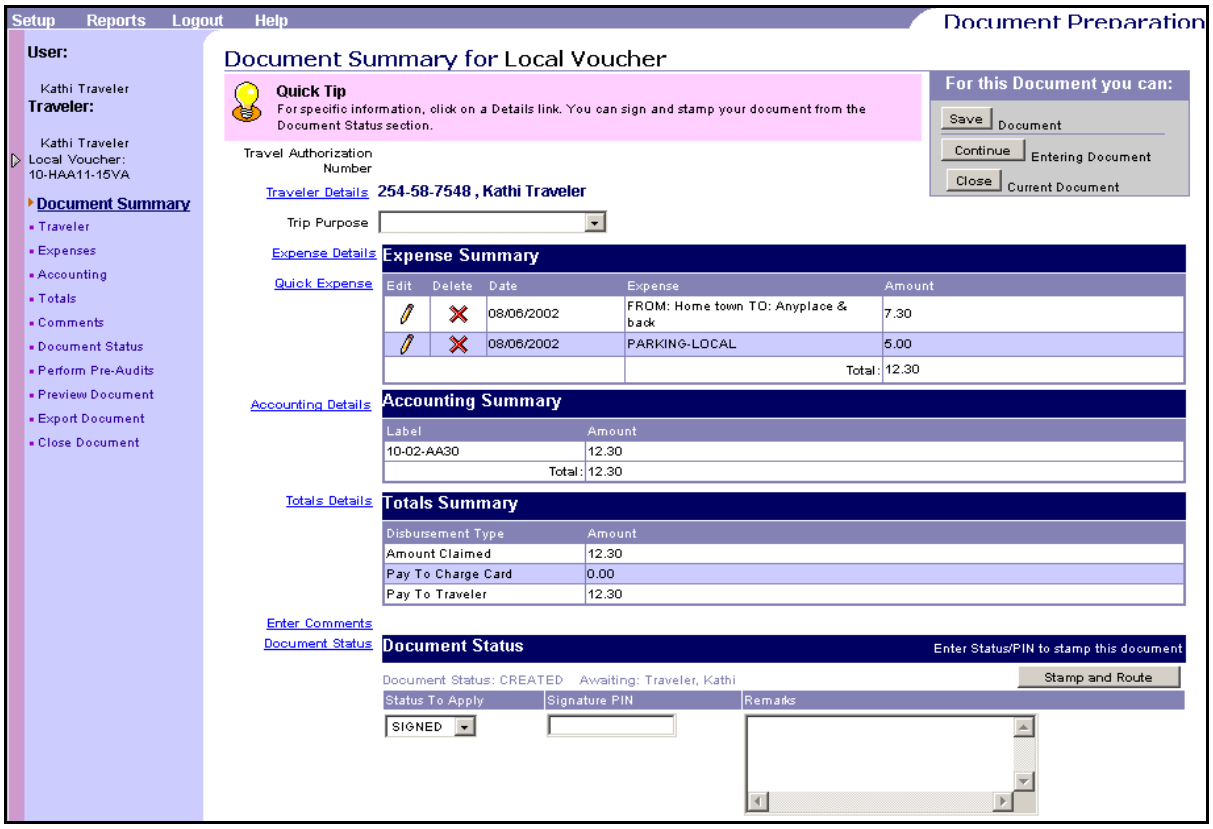
1. Click the Apply **Preset Comments** button in the **For this Document you can:** area in the top right.

2.



3. Click the Save **Comments** button in the **For this Document you can:** area in the top right. The **Document Summary** page is displayed.

G. DOCUMENT SUMMARY

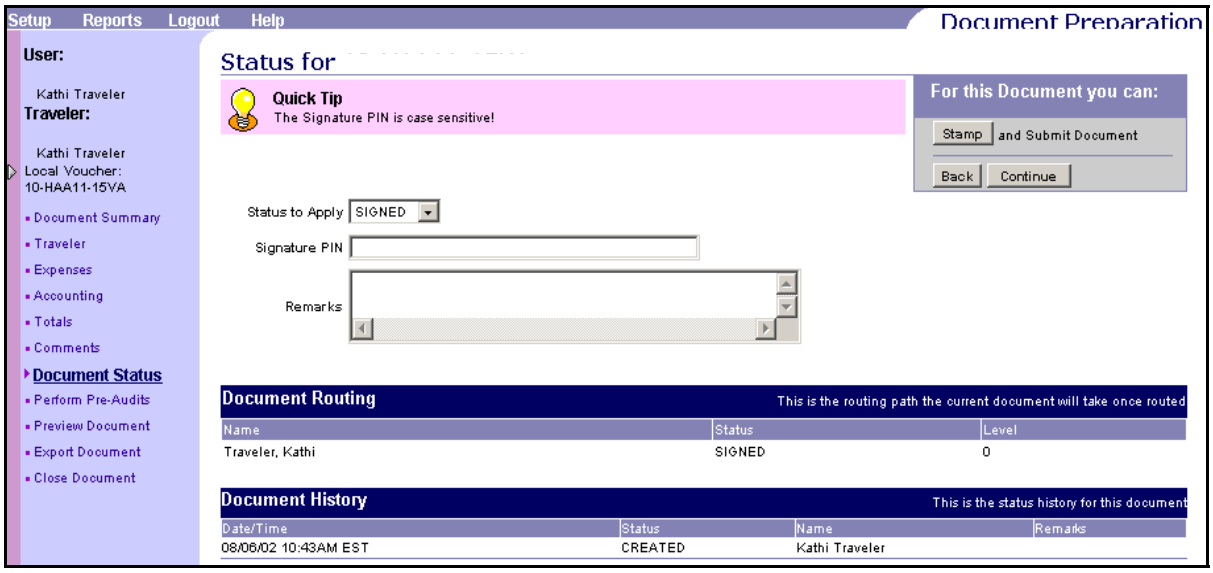


1. Click any link, on the Document Toolbar located on the left side of the page, to review any areas of the document prior to stamping and routing. When the document has been viewed for errors, missing data, etc., it can be signed, stamped and routed.

2. If more than one (1) accounting code is funding the travel, click on the **Accounting Details** link located beside the **Accounting Summary** area, and review allocation of expenses to ensure proper distribution of funds to the correct account code prior to signing the document.

3. Click on the **Document Status** link, on the Document Toolbar on the left side of the page, to display the **Status** page to sign and stamp the document. The document may also be signed and stamped in the **Document Status** area of the **Document Summary** page.

H. DOCUMENT STATUS



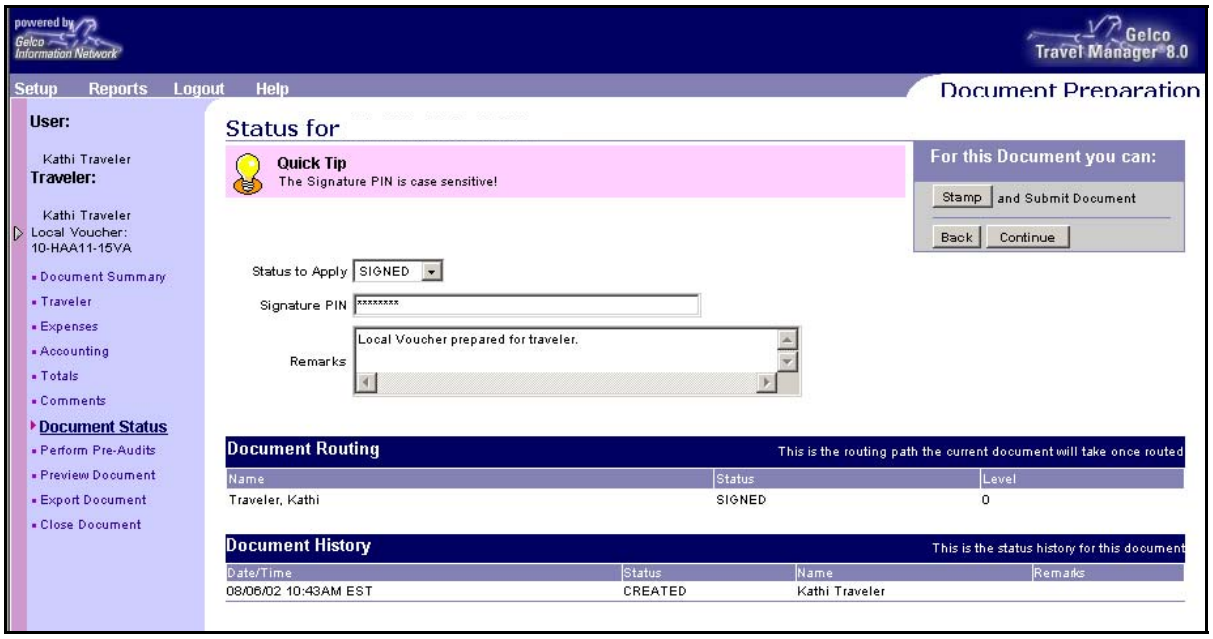
1. Check the default **Status to Apply** value is set at SIGNED. DO NOT CHANGE IT.

2. Click in the **Signature PIN** field and enter the appropriate PIN.

3. Click in the **Remarks** box and type your remarks.

NOTE:

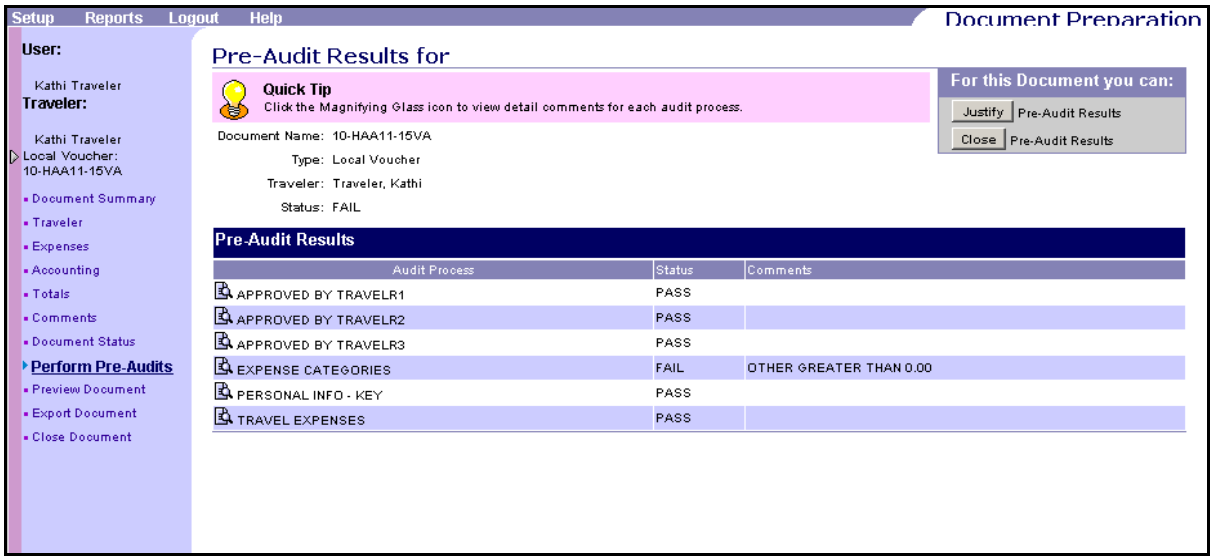
The **Remarks** field is to be used by Reviewers and/or Approvers to note approval or disapproval. All comments should be entered in the **Comments** field for the document except for when the Preparer creates a voucher for a traveler (see step 3 above).



4. Click the Stamp **and Submit Document** button in the **For this Document you can:** area in the top right. The **Pre-Audit Results** page is displayed.

5. The traveler ***must sign*** the Local Travel Voucher before routing is initiated. A traveler must be logged into the system in order to sign and stamp the Local Travel Voucher. The preparer cannot sign and stamp a Local Travel Voucher for a traveler.

I. PERFORM PRE-AUDITS



1. Review the Pre-Audit Results that Travel Manager processes for the Local Voucher.

2. If any audit fails, the word **'FAIL'** is in the **Status** column. A description of the failure will appear in the **Comments** column. A '**FAIL**' draws attention to a particular process to ensure the preparer or signer has entered and reviewed the data correctly.

NOTE:

If changes are necessary to the document prior to signing, click the Cancel **Pre-Audit Results** button in the **For this Document you can:** area in the top right. The document will not be signed and will not route. The document can be modified without adjustment.

Click the Justify Pre-Audit Results button, in the **For this Document you can:** area in the top right, to describe any audits that fail and need further explanation.

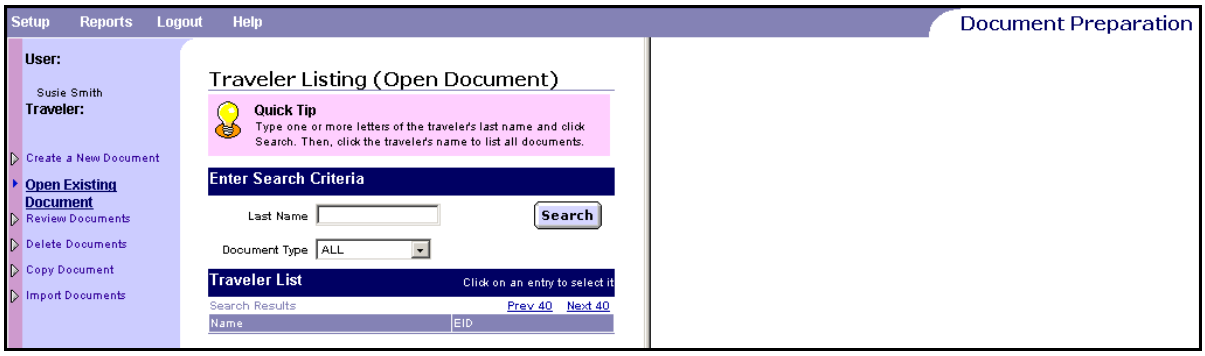
3. Click the Continue **Stamping the Document** button in the **For this Document you can:** area in the top right. The document is complete and has been routed.

4. Remember, the traveler still ***must sign*** the Local Travel Voucher before routing is initiated.

J. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link on the Document Toolbar on the left side of the page.

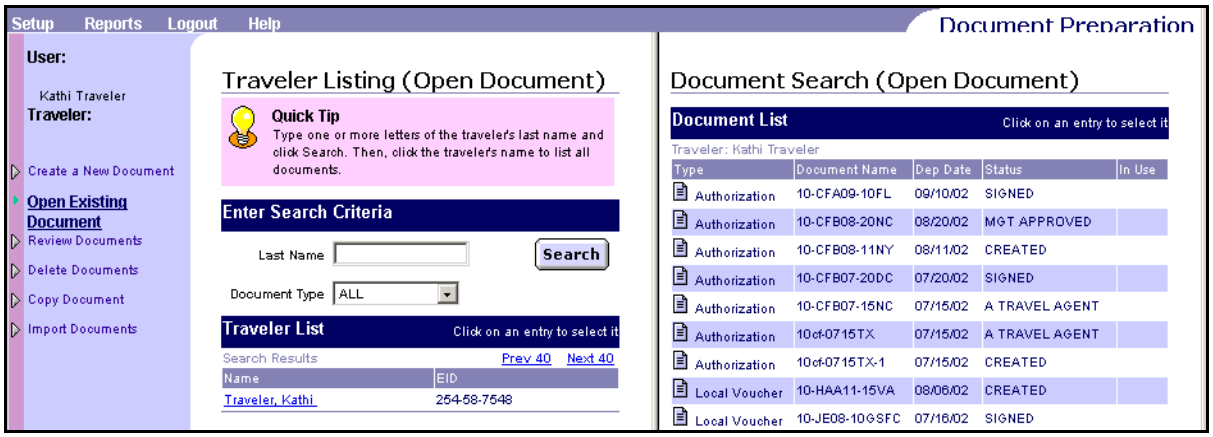
2. The **Traveler Listing (Open Document)** page is displayed.



3. Click in the **Last Name** field and type the first few letters of the traveler's last name.

4. Click the Search button next to the **Last Name** field.

5. A list of travelers will display on the left side under the **Traveler List** area. Click on the appropriate traveler name in the **Traveler List** area. The **Document Search (Open Document)** area lists all documents created for the traveler.

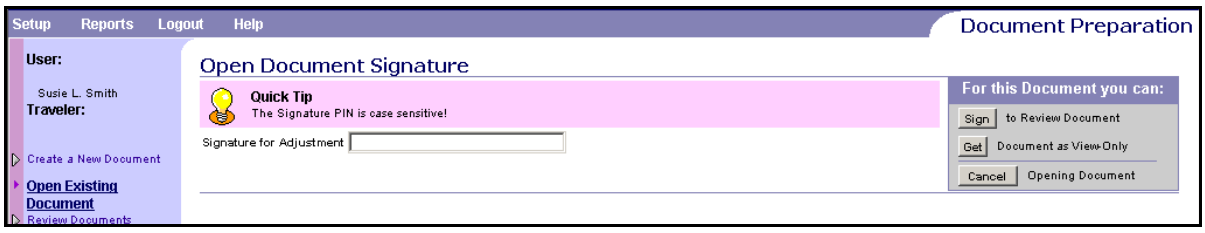


6. Click on the **Document** icon of the document to be opened. The **Open Document Signature** page is displayed.

   a. Documents that have been created but not routed will have **CREATED** in the **Status** column.

   b. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED, MGT APPROVED, A TRAVEL AGENT, CANCELLED, RETURNED, NASA CTO REVIEWED, NASA CTO DISBURSED or DISBURSED.**

   c. Documents that have been processed in the Travel Office and have completed processing will have **DATALINK** in the **Status** column.



NOTE:

The **Open Document Signature** page will **not** be displayed if the Traveler has not signed the document. The Document Summary page will immediately display.

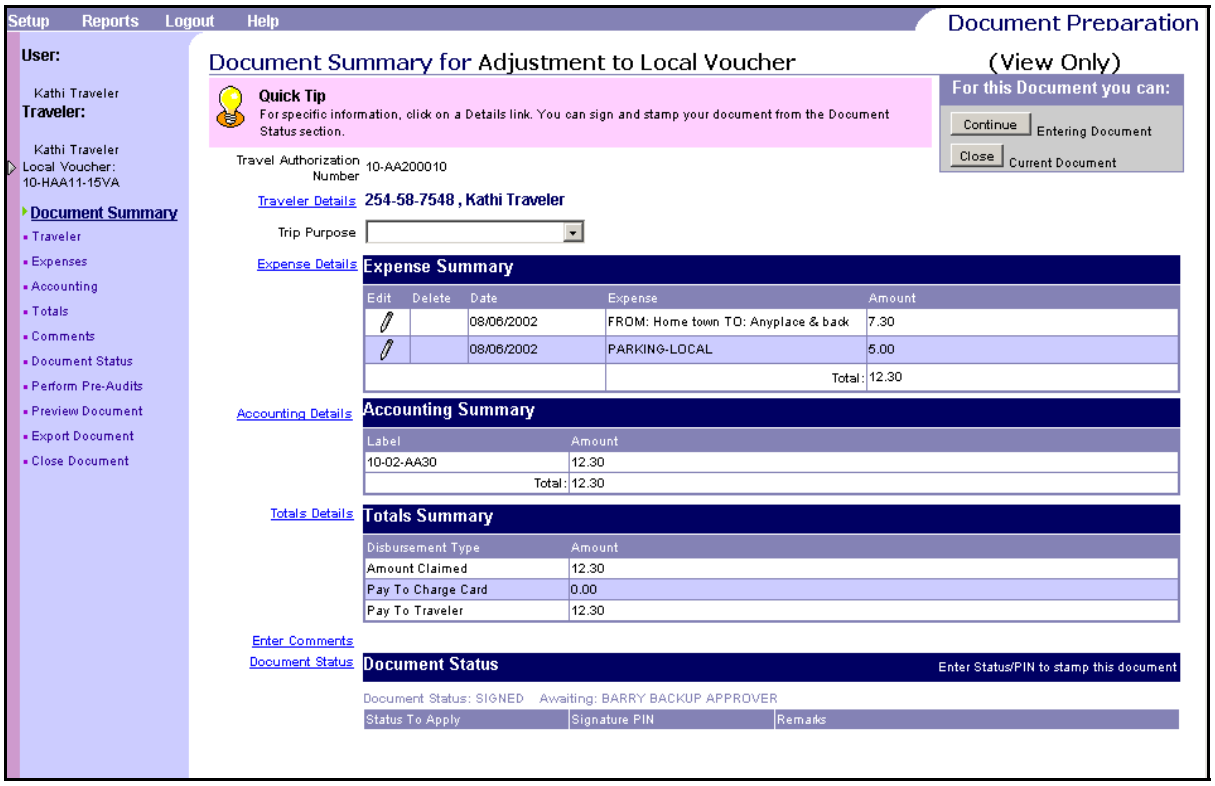
7. The document can be opened one of two ways.

   a. Enter the appropriate signature PIN and click the Sign **to Review Document** button, in the **For this Document you can:** area in the top right, to adjust the document.

   OR

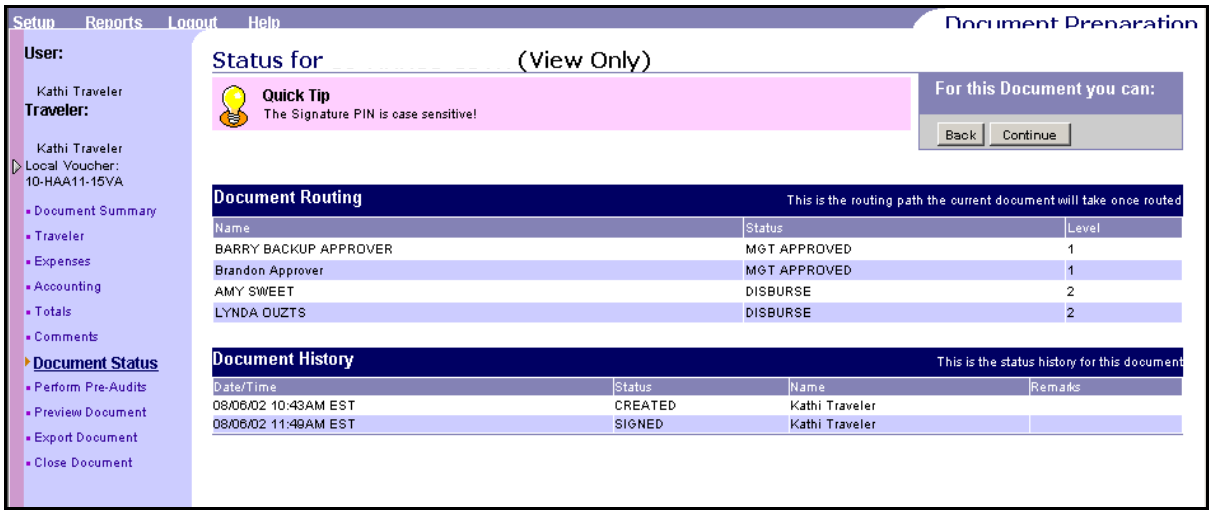
   b. Click the Get **Document as View-Only** button to open it as view only.

8. Click the Get **Document as View-Only** button, in the **For this Document you can:** area in the top right, to open the document as view only. The **Document Summary** page is displayed.



9. Review the status of the document in the **Document Status** area on the **Document Summary** page or click the **Document Status** link located beside the **Document Status** area to view the **Status** page.

10. The **Status** indicates it is awaiting the approver.



11. Click the **Close Document** link, on the Document Toolbar on the left side of the page to close the document.

IX. CONSTRUCTED VOUCHER

If a traveler deviates from the authorized itinerary or transportation mode, the reimbursement amount is limited to the actual travel cost or the authorized original itinerary cost, whichever is less. To determine the travelers' compensation, both itineraries are to be entered into Travel Manager as a **Constructed Travel Voucher**, and Travel Manager will select, and process the voucher with the lesser of the two amounts.

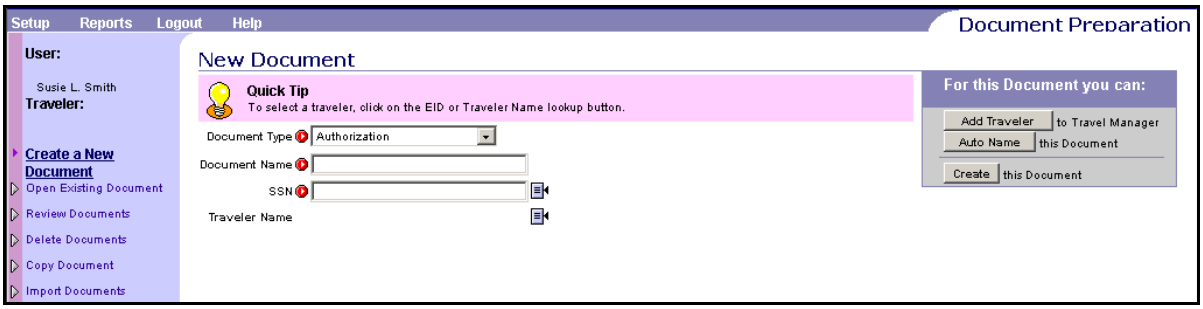
This section contains instructions for creating a constructed travel voucher.

TRIP 1

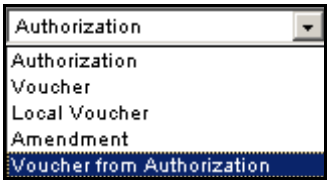
One voucher is created with two different trips. The first trip will be copied to a second trip, and modify the appropriate expenses. The less expensive of the two trips will be reimbursed to the traveler.

A. CREATE A NEW DOCUMENT

1. Click the **Create New Document** link on the Document Toolbar on the left side of the page. The **New Document** page is displayed.



2. Select Voucher from Authorization in the Document Type pull down list.



3. Click in the **Document Name** field.

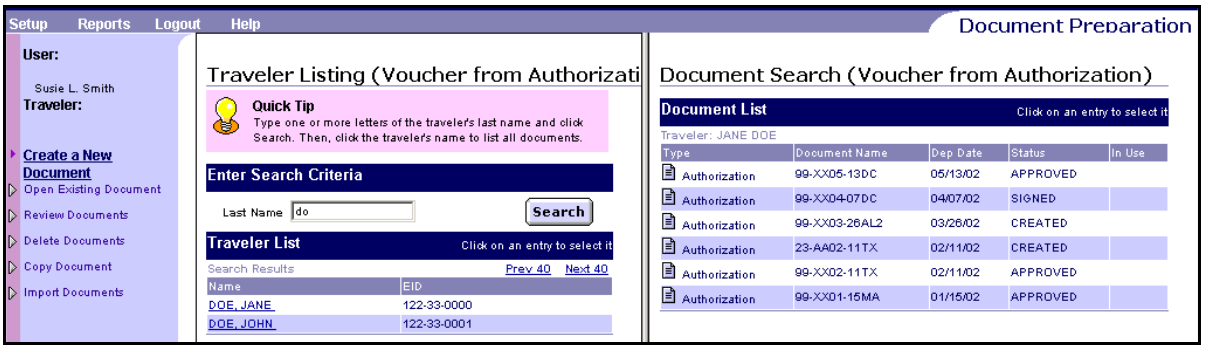
4. The **Traveler Listing (Voucher from Authorization)** page is displayed.

5. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the traveler (or a portion of the name). Click the

button, beside the **Last Name** field.

6. The **Traveler Listing (Voucher from Authorization)** page is displayed with a list of travelers. Use the **Prev 40** or the **Next 40** link, located in the **Traveler List** area, if necessary to scroll through the list of travelers.

7. Click the **Name** link of the desired traveler in the **Traveler List** area on the left side of the page. A list of authorization documents will be displayed in the **Document List** in the **Document Search (Voucher from Authorization)** area on the right.



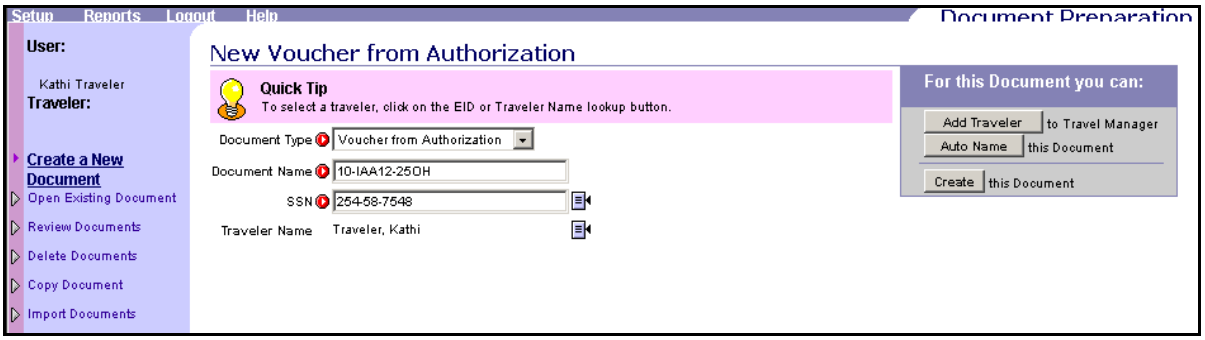
8. Authorization documents created for that traveler will be displayed in the **Document Search (Voucher from Authorization)** area on the right with the current Status of the document.

   a. Documents that have been created but not routed will have **CREATED** in the **Status** column.

   b. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED, ADJUSTED, REVIEWED, APPROVED, MGT REVIEWED, MGT APPROVED, A TRAVEL AGENT, CANCELLED, RETURNED or DISBURSED.**

   c. Documents that have completed processing will have **DATALINK** in the **Status** column.

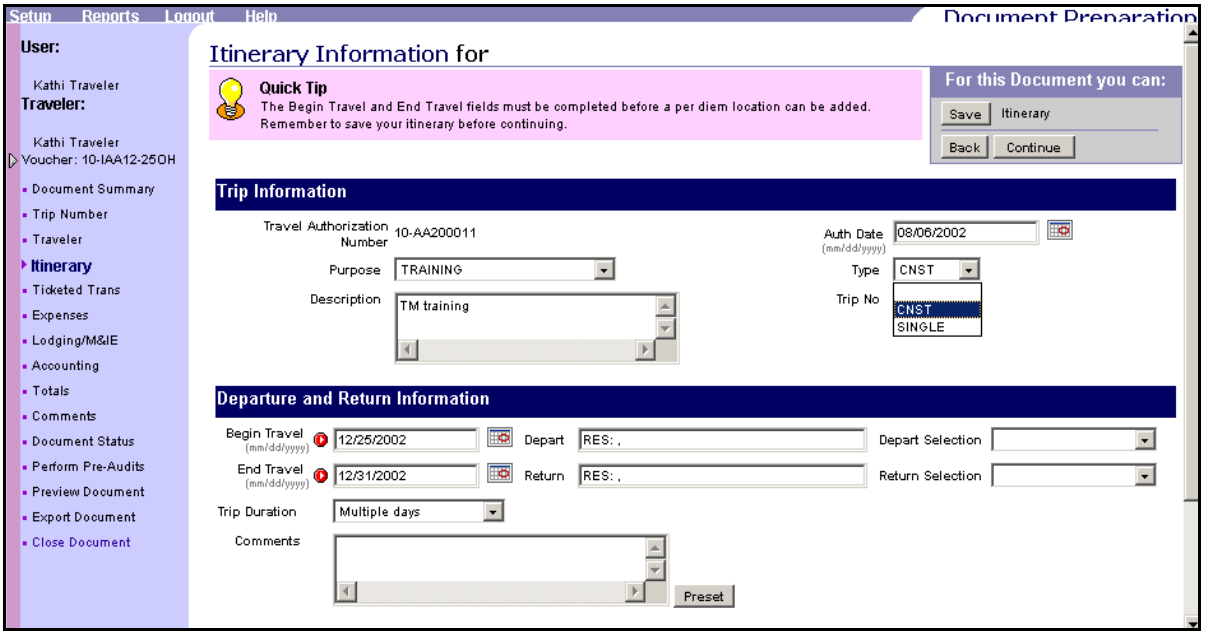
9. Click the **Document** icon next to the desired authorization from the list. The **New Voucher From Authorization** page is displayed.



10. Click the

this Document button in the **For this Document you can:** area in the top right. The **Itinerary Information** page is displayed with the data that was entered on the authorization.

B. ITINERARY

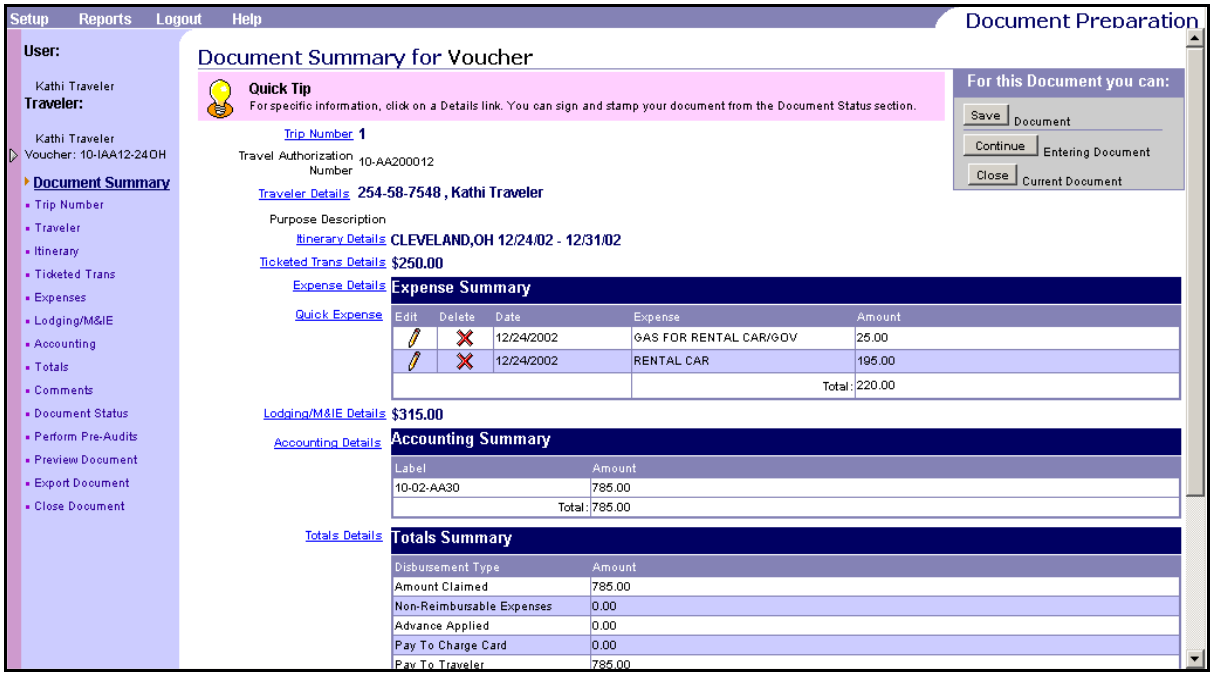


1. Select **CNST** from the **Type** pull down list in the **Trip Information** area to indicate this is a constructed voucher.

2. Click the Save **Itinerary** button in the **For this Document you can:** area in the top right.

3. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Document Summary** page is displayed.

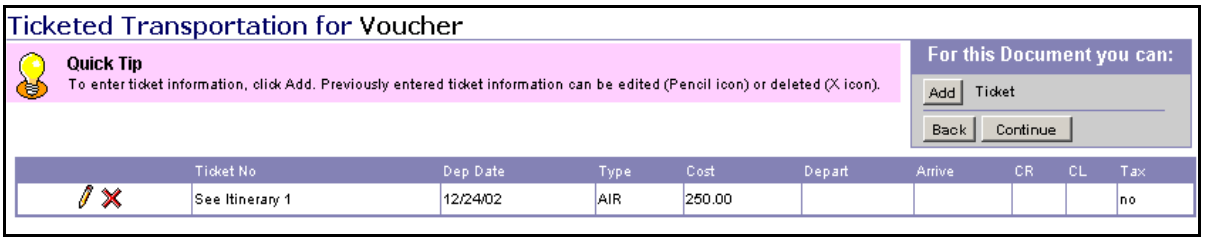
C. DOCUMENT SUMMARY



1. Click on each link on the Document Toolbar on the left side of the page to review the information in the **Document Summary** page for **first trip**. All information from the Authorization has been copied to this Voucher except for the Lodging expenses which have been zeroed out.

2. Click the **Ticketed Trans** link on the Document Toolbar on the left side of the page. The **Ticketed Transportation** page is displayed.

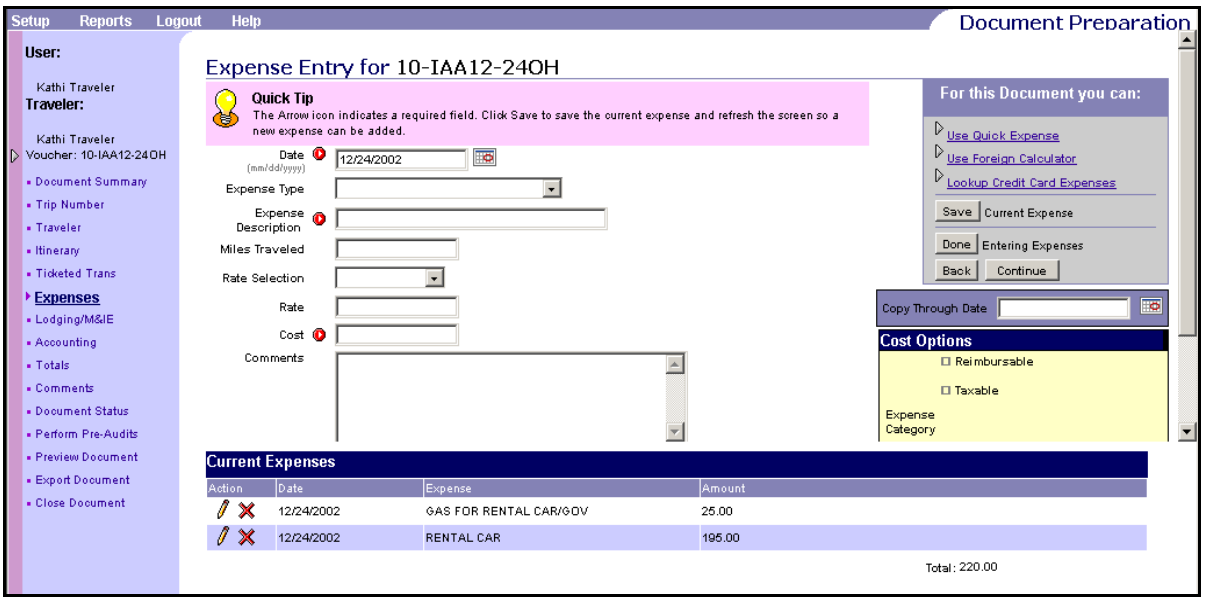
D. TICKETED TRANSPORTATION



1. Review the ticket information. This information should remain for your first trip.

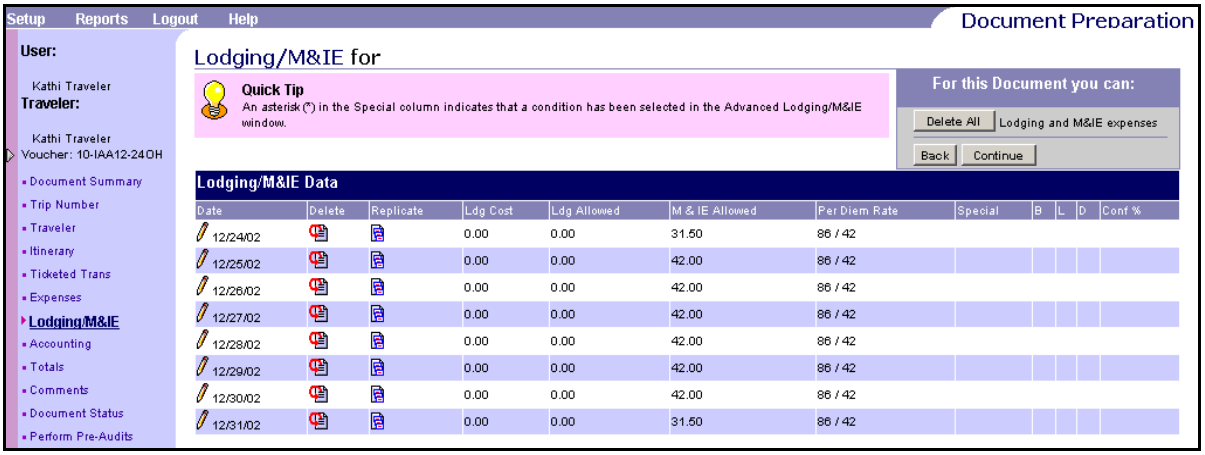
2. Click the **Expenses** link on the Document Toolbar on the left side of the page. The **Expense Entry** page is displayed.

E. EXPENSES



1. Review the expenses in the **Current Expenses** area.
   a. Click the **Update** icon to edit any **Current Expenses** records for modifications.
   b. Click the **Delete** icon to delete any **Current Expenses** records.
2. Click the **Lodging/M&IE** link in the **For this Document you can:** area in the top right. The **Lodging/M&IE** page is displayed.

F. LODGING/M&IE



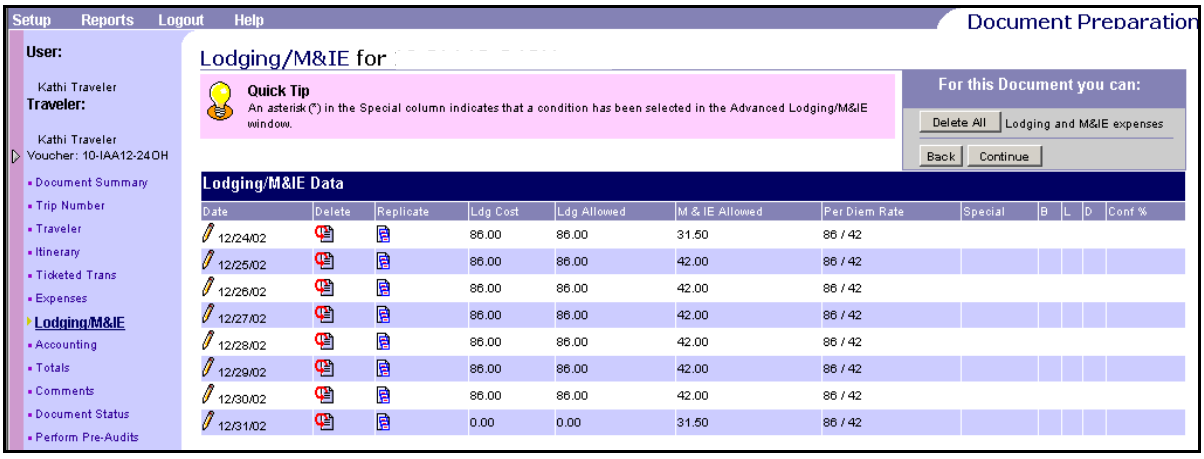
1. Lodging costs are zero on the voucher unless actuals or overrides were entered on the authorization. The **Lodging** expenses must be entered.

2. Click the **Update** icon next to the first Lodging record. The **Update Lodging and M&IE Expenses** page is displayed.

3. Click in the **Lodging** field and type the amount.

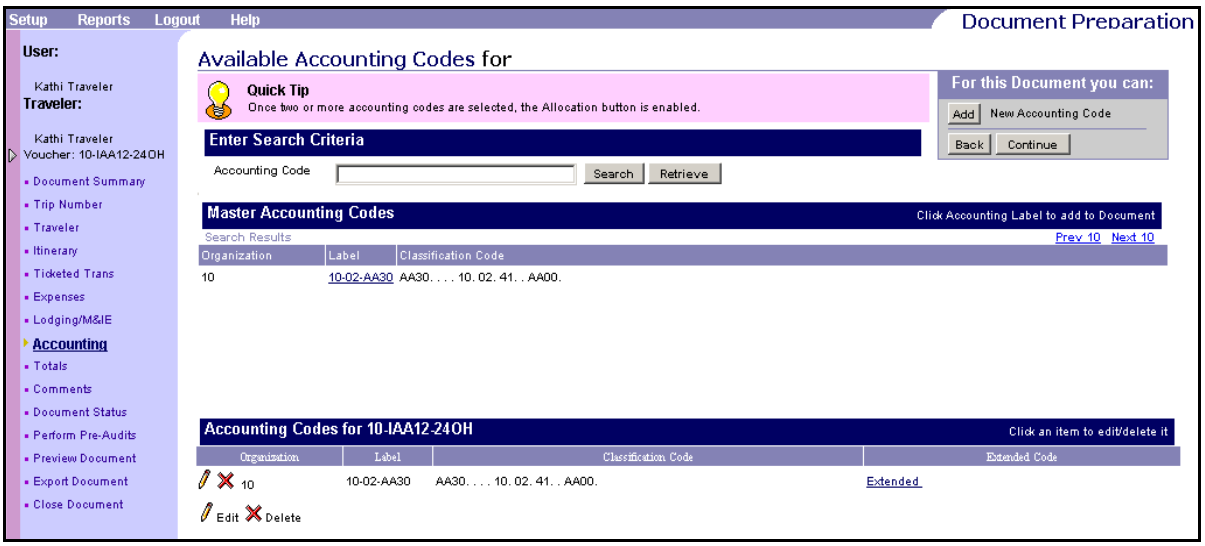
4. Click the **Calendar** icon in **Apply through Date** area to the right of the **Lodging** field and select the last day of travel.

5. Click the Save **Expense Changes** button in the **For this Document you can:** area in the top right. The **Lodging/M&IE** page is redisplayed with the lodging costs entered.



6. Click the **Accounting** link on the Document Toolbar on the left side of the page. The **Available Accounting Codes** page is displayed.

G. ACCOUNTING



1. Review and make any necessary changes to the accounting code information.

   a. Click the **Update** icon to edit any Accounting Code records for modifications.

   b. Click the **Delete** icon to delete any Accounting Code records.

2. To add another account code:

   a. If the account code desired is not initially in the **Master Accounting Code** area.

   Enter the appropriate account code in the **Accounting Code** field.

   Click the Retrieve button.

   If the account code is valid and available to the traveler, it will be listed in the **Master Accounting Codes** list.

   Select the label from the **Master Accounting Codes** area at the top of the page to add it to the **Accounting Codes for the Document** area at the bottom.

   b. If the account code is in the **Master Accounting Code** area:

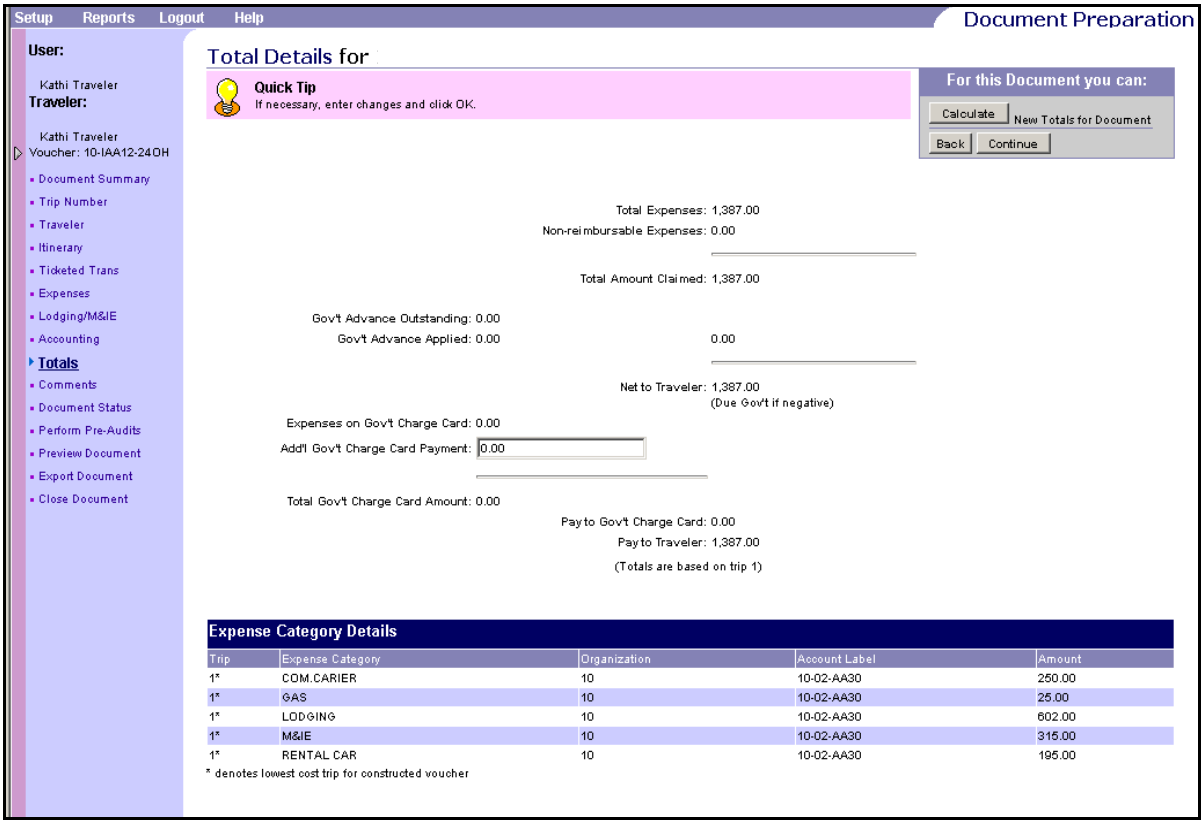
   The Search button will search the accounting codes listed under the **Master Accounting Codes** area.

   Select the label from the **Master Accounting Codes** area at the top of the page to add it to the **Accounting Codes for the Document** area at the bottom of the page.

   Be sure to allocate the funds if more than one accounting code is selected. Use the **Allocate** link to the right of the accounting code.

Click the **Totals** link on the Document Processing Toolbar on the left side of the page. The **Total Details** page is displayed.

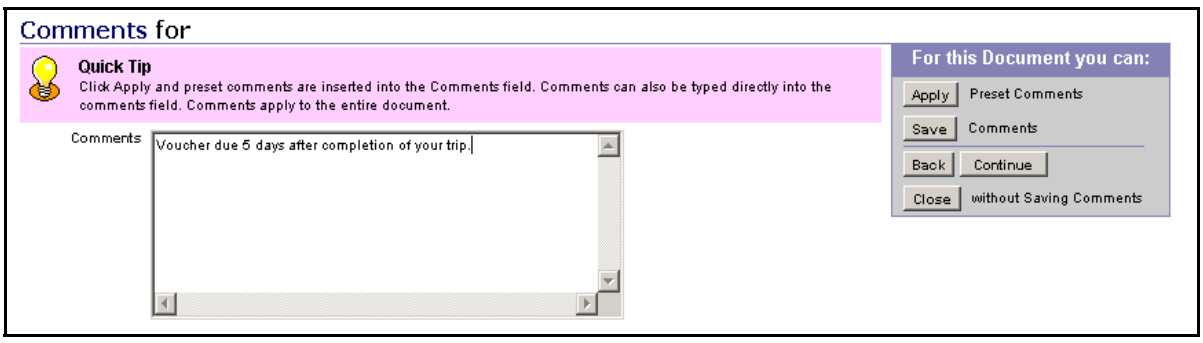
H. TOTALS



1. Review the **Total Details** for the first trip. Note the expenses in the **Expense Category Details** area at the bottom of the page are for **the first trip** and the net due the traveler.

2. Click the **Comments** link on the Document Toolbar on the left side of the page. The **Comments** page is displayed.

I. COMMENTS



1. Review and make any necessary changes to the comments. Identify any changes to the expenses that were authorized, not the regular expected expenses that are being added to the voucher.

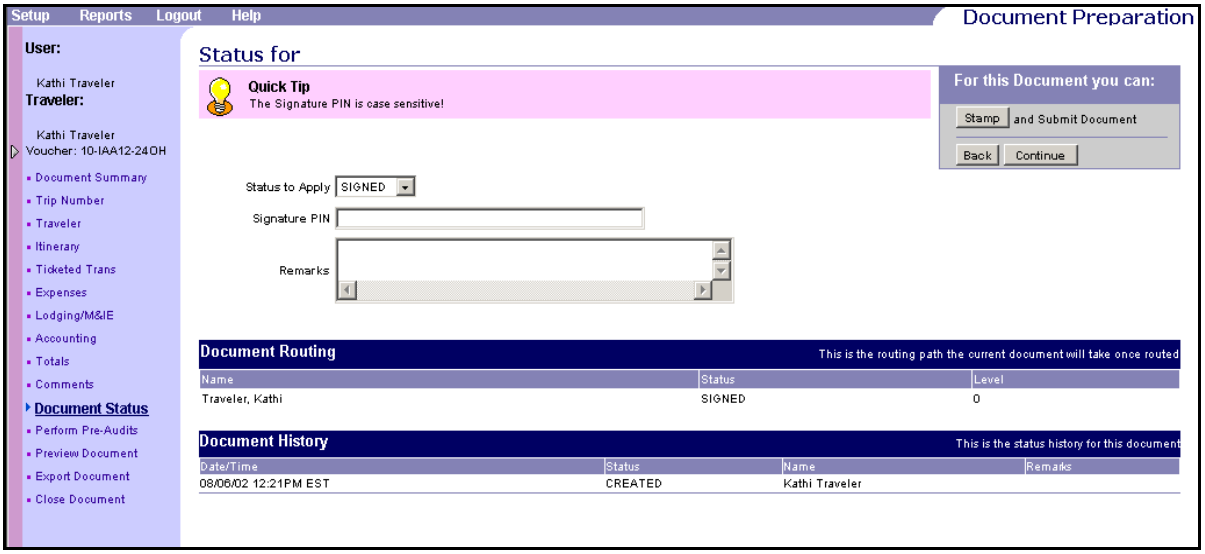
2. The comments assist the approvers and auditors in processing the voucher.

NOTE:

The Apply **Preset Comments** button, in the **For this Document you can:** area in the top right, will clear any comments that are in the field.

Click the **Document Status** link on the Document Toolbar on the left side of the page. The **Status** page is displayed.

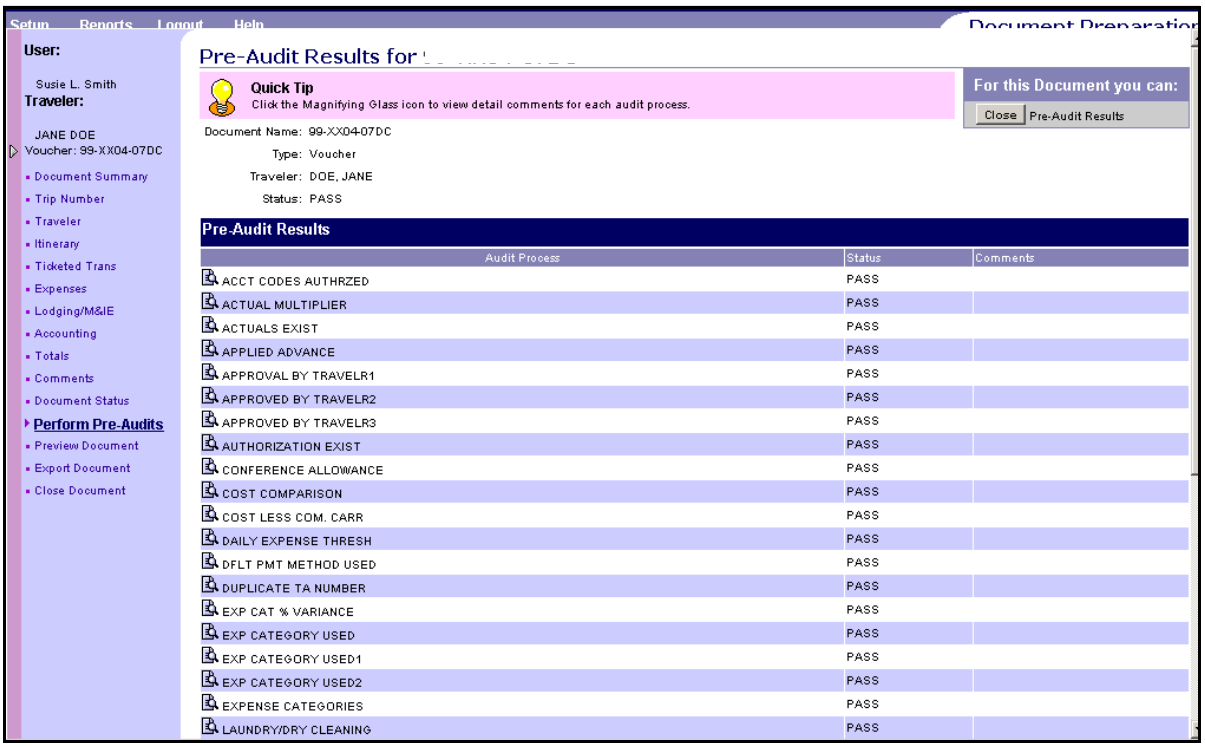
J. DOCUMENT STATUS



1. Review the status of the voucher. The **Status to Apply** is set at the default value. DO NOT CHANGE IT.

2. Click the **Perform Pre-Audits** link on the Document Toolbar on the left side of the page. The **Pre-Audit Results** page is displayed.

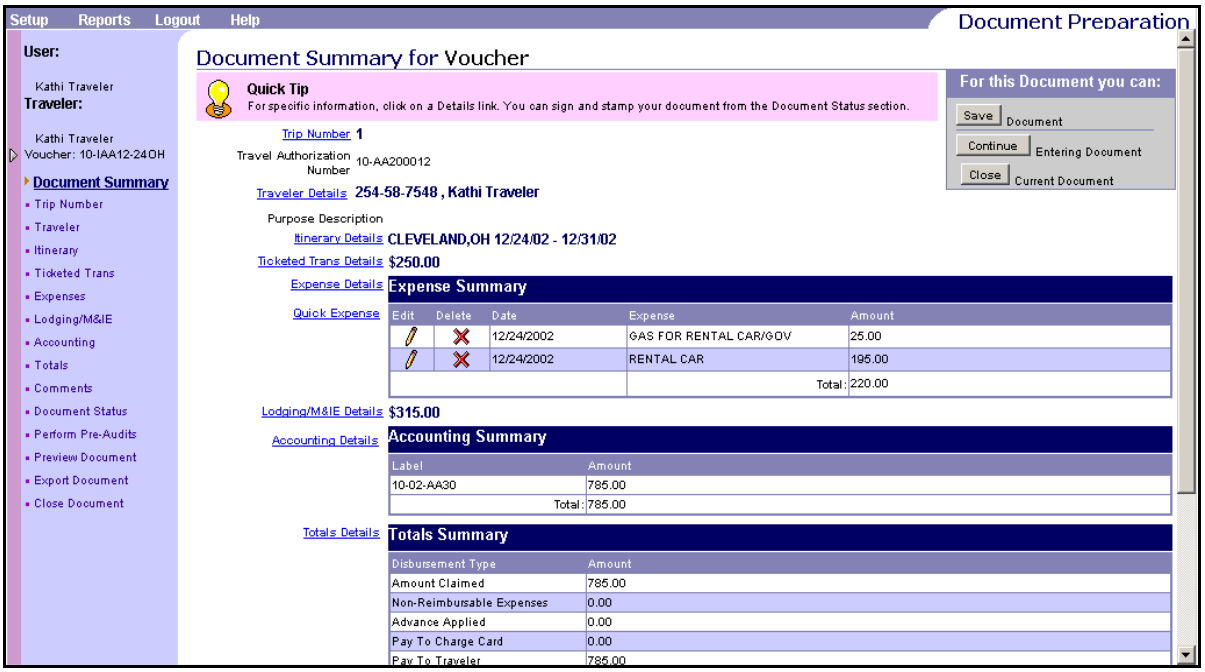
K. PERFORM PRE-AUDITS



1. Review the **Pre-Audit Results** for **Trip 1**.

2. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Document Summary** page is displayed.

L. DOCUMENT SUMMARY



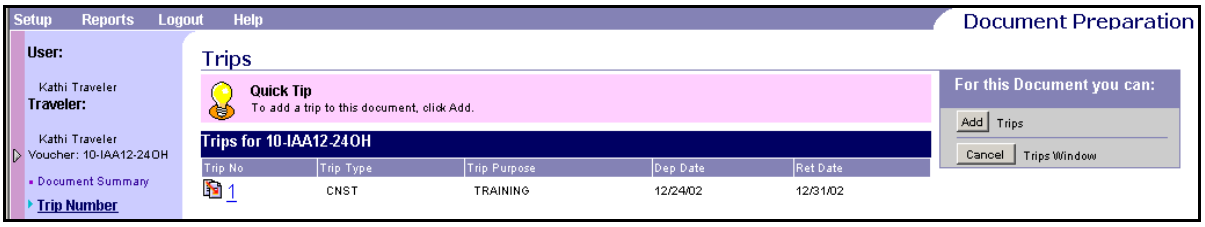
1. Review the information in the **Document Summary** page for **Trip 1**.

2. Click the **Trip Number** link on the Document Toolbar on the left side of the page. The **Trips** page is displayed.

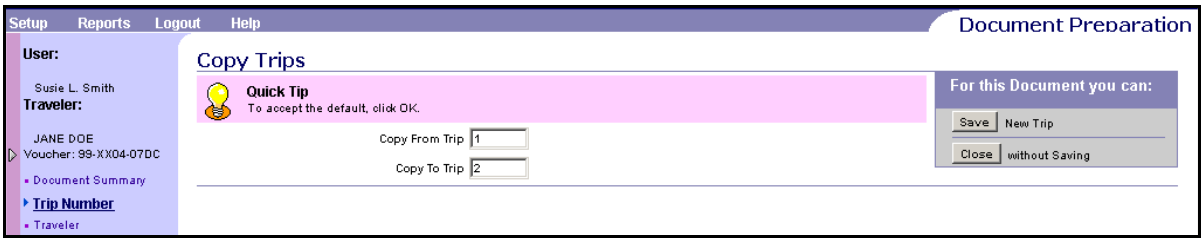
TRIP 2

Trip 1 will be copied to **Trip 2** and the appropriate expenses changed in **Trip 2** to reflect the any changes to travel.

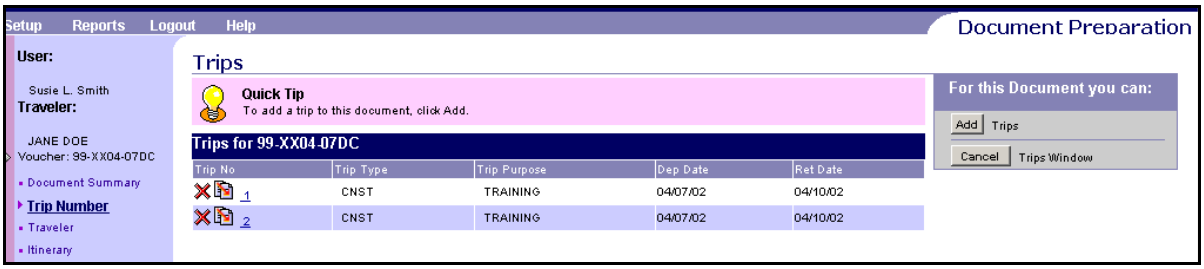
M. TRIP NUMBER



1. Click the **Copy Trip** button next to the **Trip No 1** link. The **Copy Trips** page is displayed.



2. Click the Save **New Trip** button, in the **From this Document you can:** area, to save the new trip. The **Trips** page is redisplayed. Notice that trip**1** has been copied to trip **2**. Both trips will be identical until changes are made to **Trip 2**.

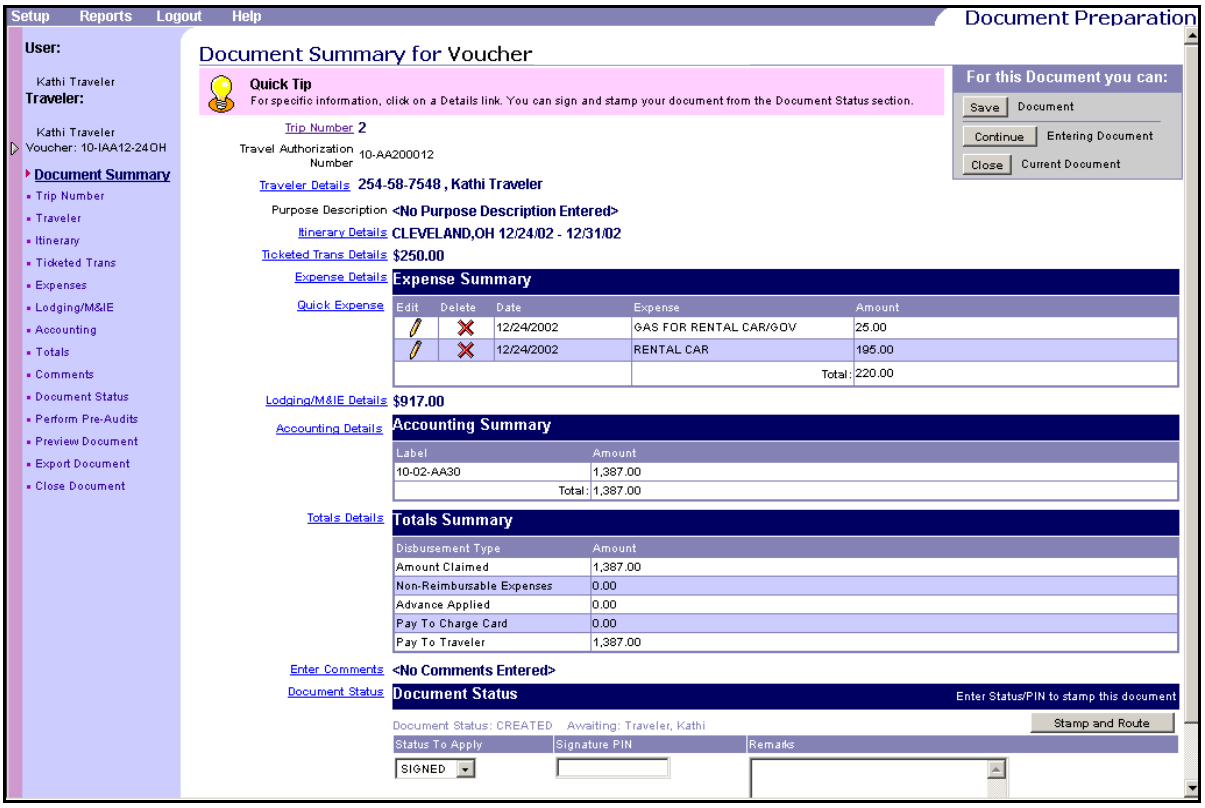


3. Click on the **2** link in the **Trip No** area. The **Document Summary** page of **Trip 2** is displayed. All of the data entered can be viewed from this page. Click any link within the document to view details and to make changes.

NOTE:

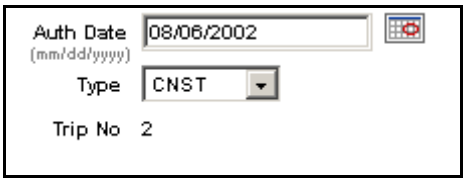
To switch between trips, click the Trip Number link, on the Document Toolbar on the left side of the page, and click the desired trip number in the **Trips** page.

N. DOCUMENT SUMMARY



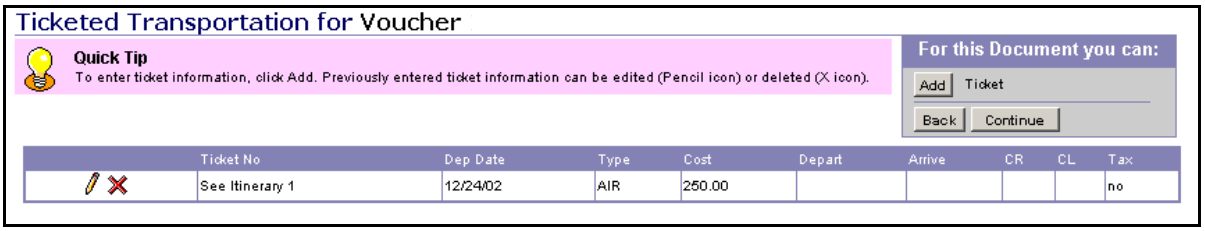
1. Review the information on the **Trip Number 2** Document Summary page. Notice all the information from **Trip 1** has been copied to **Trip 2**.

2. Click on the **Itinerary Details** link in the Document Summary page. Note the **Type** for **Trip 2** is **CNST**.



3. Click the **Ticketed Trans** link on the Document Toolbar on the left side of the page. The **Ticketed Transportation** page is displayed.

O. TICKETED TRANSPORTATION

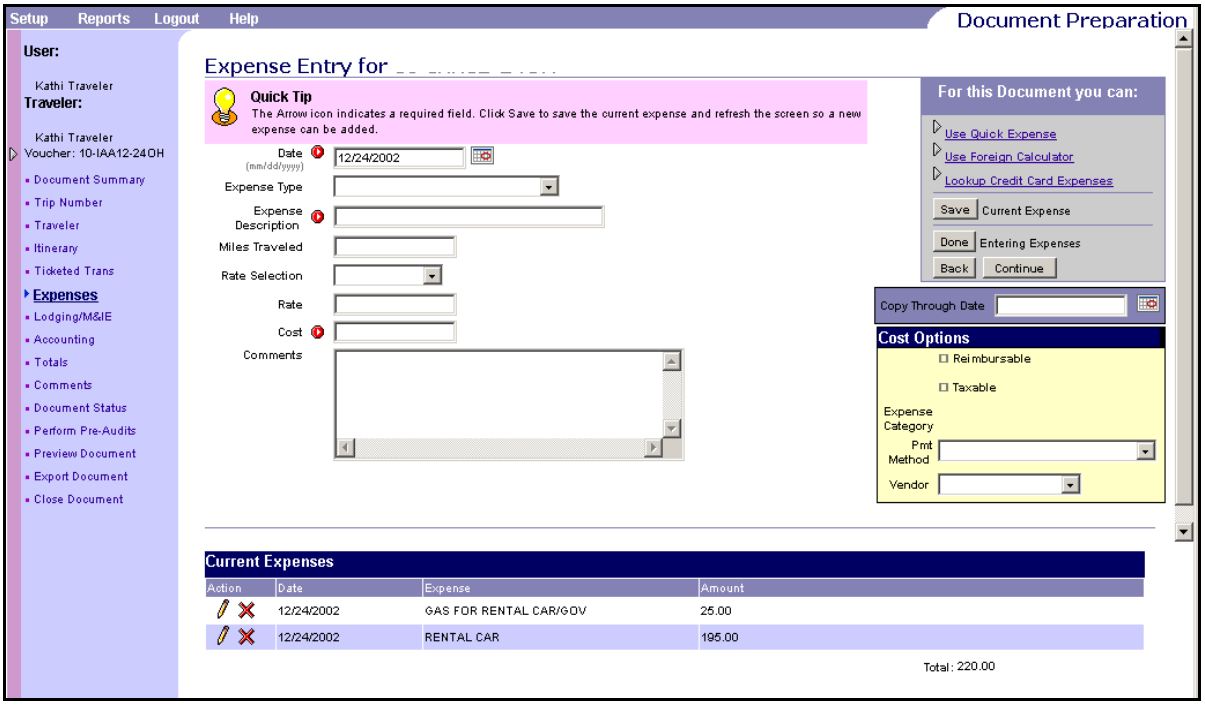


1. Click the **Delete** icon to delete the ticket information.

2. Click the button in the pop-up confirmation message window to agree to delete the ticket information.

3. Click the **Expenses** link on the Document Toolbar on the left side of the page. The **Expense Entry** page is displayed.

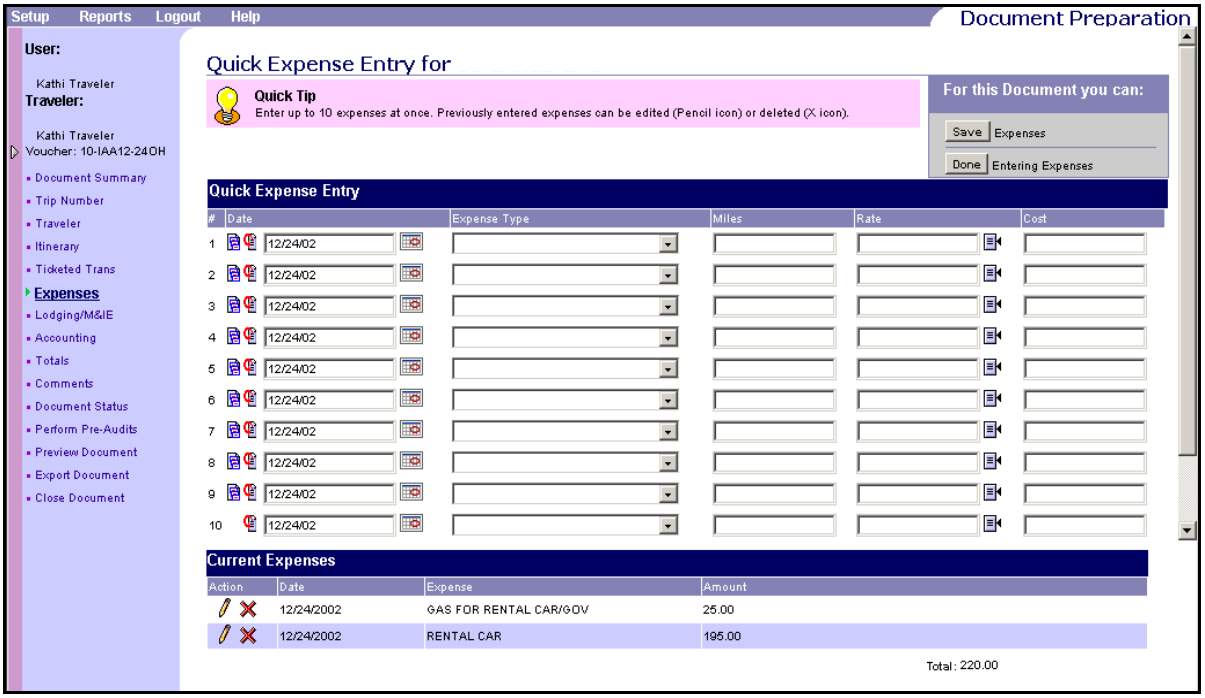
P. EXPENSES



1. The expenses for Trip 2 must be changed to reflect the changes.

2. Click the Use Quick Expense link on the Document Toolbar on the left side of the page. The Quick Expense Entry page is displayed.

Q. QUICK EXPENSE ENTRY



NOTE:

Use Quick Expense to ADD expenses. Do not use to modify expenses.

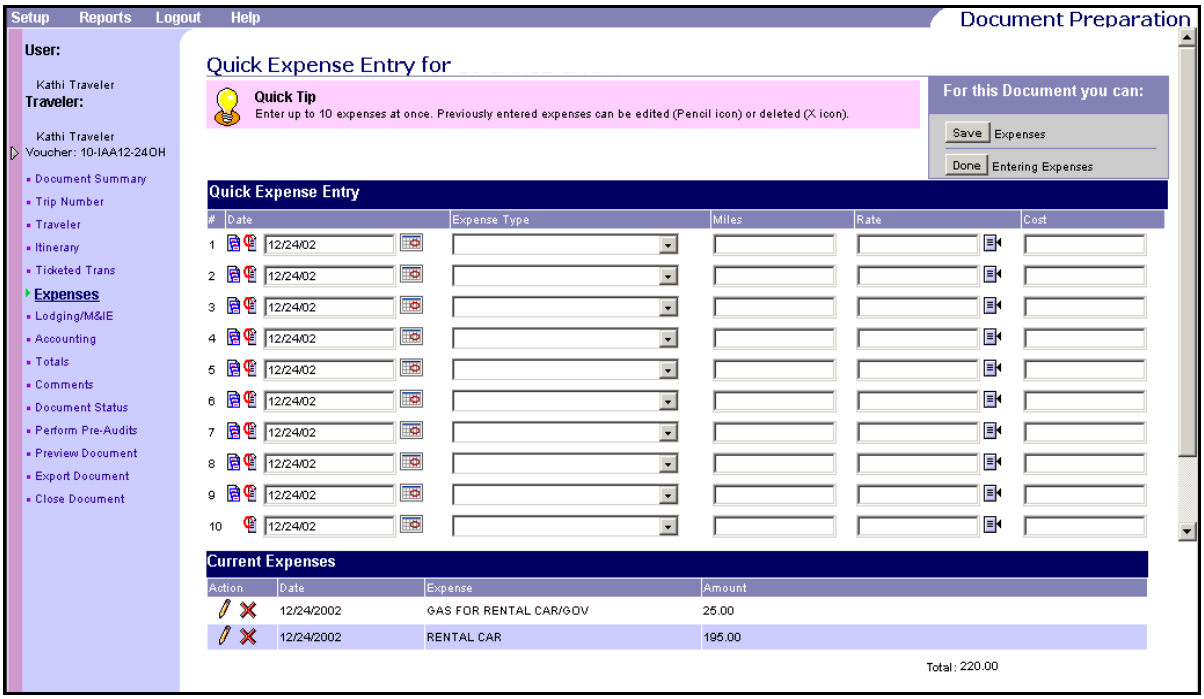
The page is divided in half. Each half is scrollable.

1. The top half contains 10 rows for quick expense entry. The bottom half displays a list of current expenses that are on the document.

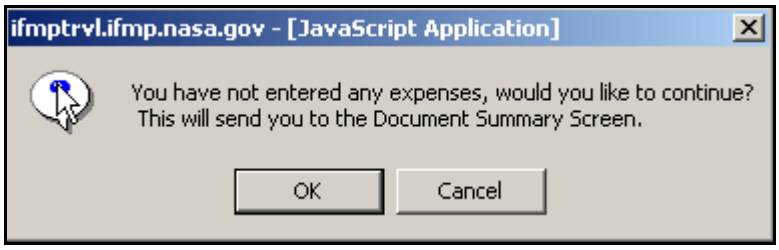
2. On row 1, review the date. Make sure it is the correct date for the trip. On row 2, click the **Calendar** icon next to the **Date** field and select the day the expense was incurred. The date can also be modified in the **Date** field.

3. Click the

Expenses button in the **For this Document you can:** area in the top right. The **Quick Expense Entry** page is displayed with the expenses listed in the **Current Expenses** area at the bottom of the page.



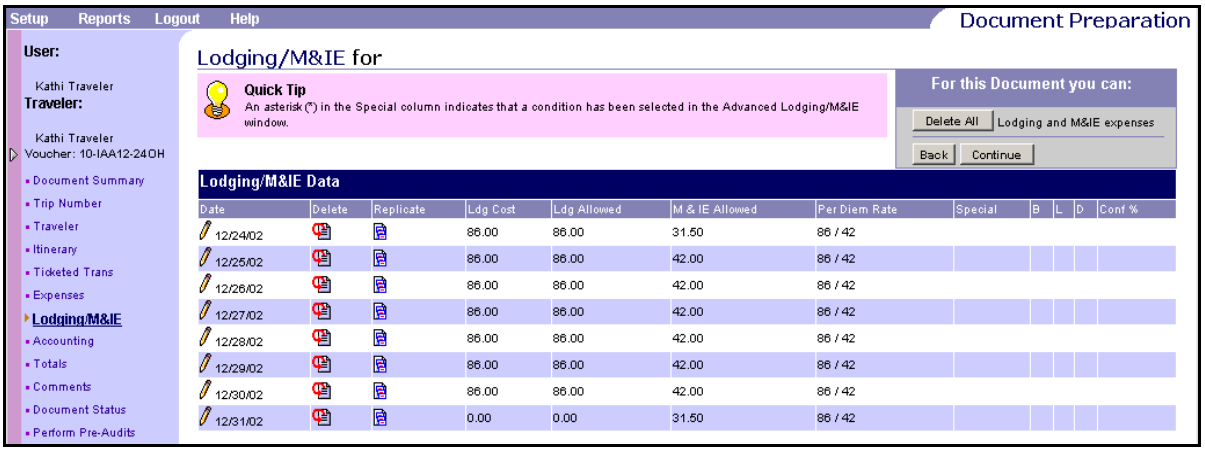
4. Click the Done **Entering Expenses** button in the **For this Document you can:** area in the top right. The following message window is displayed.



5. Click the OK button in the pop-up message window. The **Document Summary** page is displayed.

6. Click the **Lodging/M&IE** link on the Document Toolbar on the left side of the page on the **Document Summary** page.

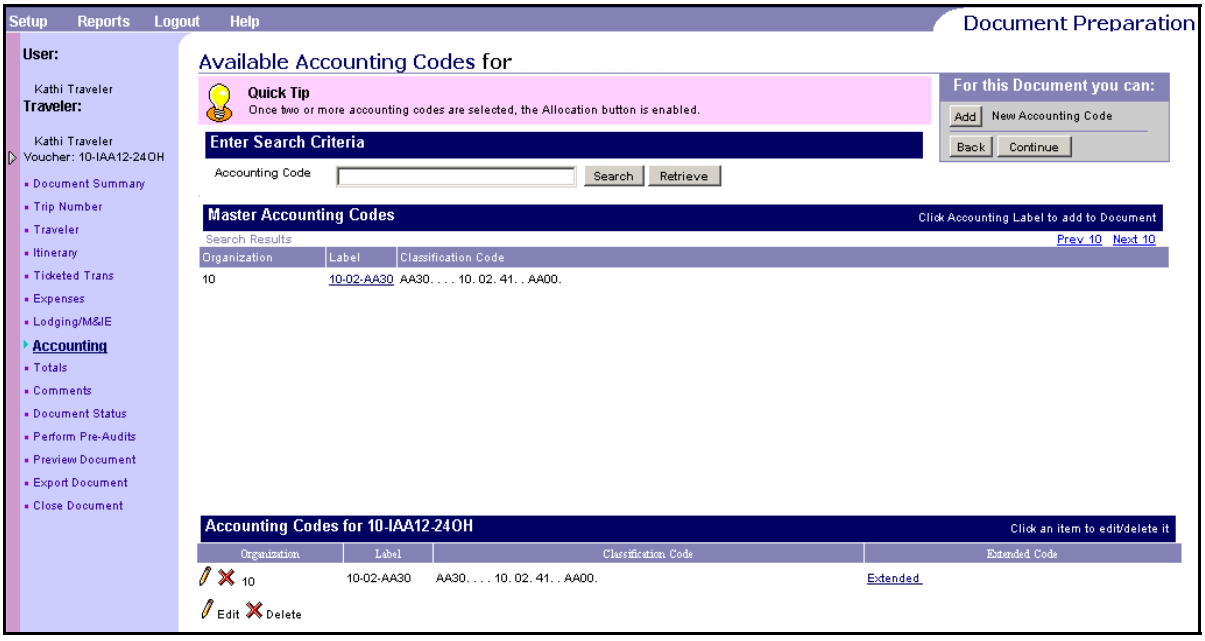
R. LODGING/M&IE



1. Review the information on the **Lodging/M&IE** page. The information for **Trip 2** should be the same as for **Trip 1**.

2. Click the **Accounting** link on the Document Toolbar on the left side of the page. The **Available Accounting Codes** page is displayed.

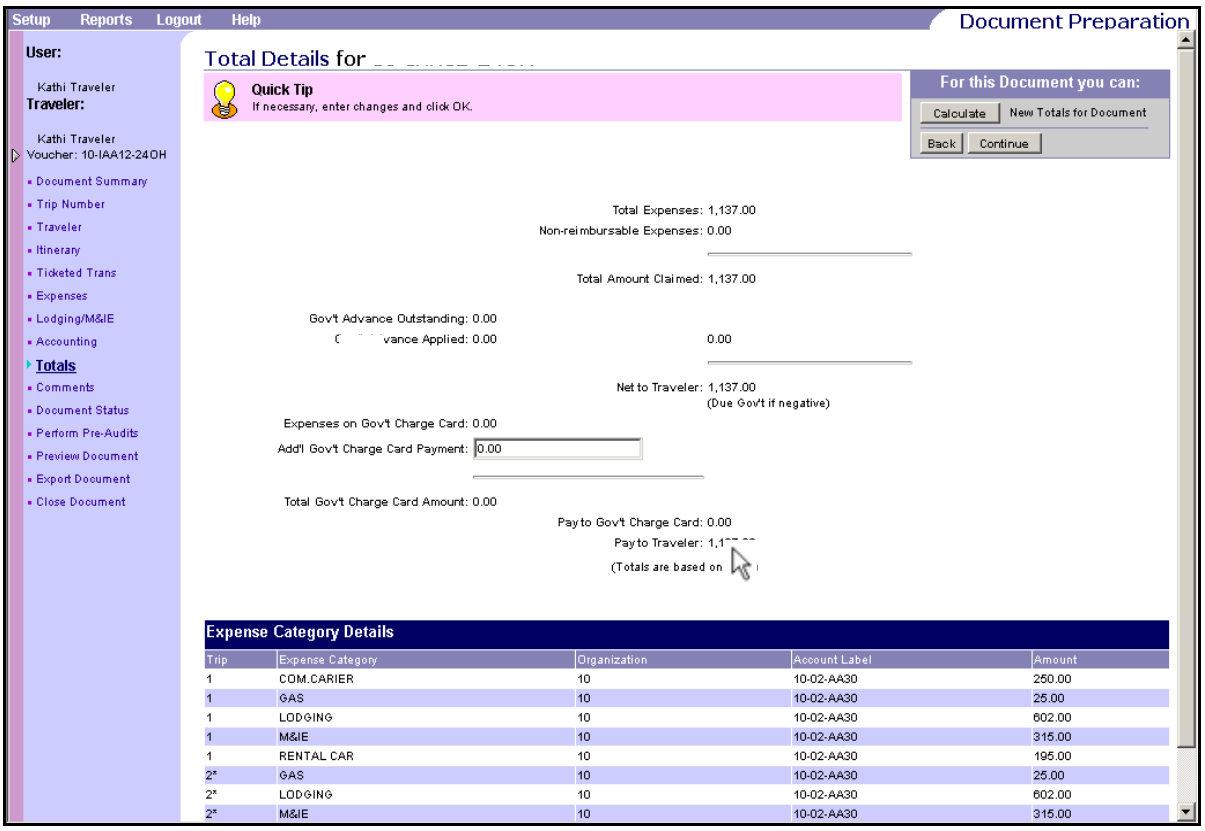
S. ACCOUNTING



1. Review the accounting codes. The information for **Trip 2** should be the same as for **Trip 1**.

2. Click the **Totals** link on the Document Toolbar on the left side of the page. The **Total Details** page is displayed.

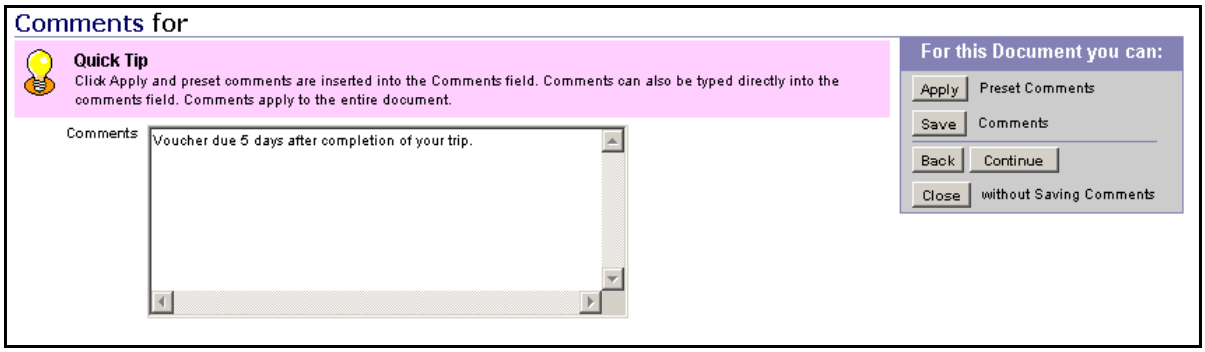
T. TOTALS



1. Note the statement **'(Totals are based on trip 2)'** in the middle of the page and that the **Expense Category Details** list shows expenses for both trips. Asterisks '*' appear beside the expenses for the lowest cost trip.

2. Click the **Comments** link on the Document Toolbar on the left side of the page. The **Comments** page is displayed.

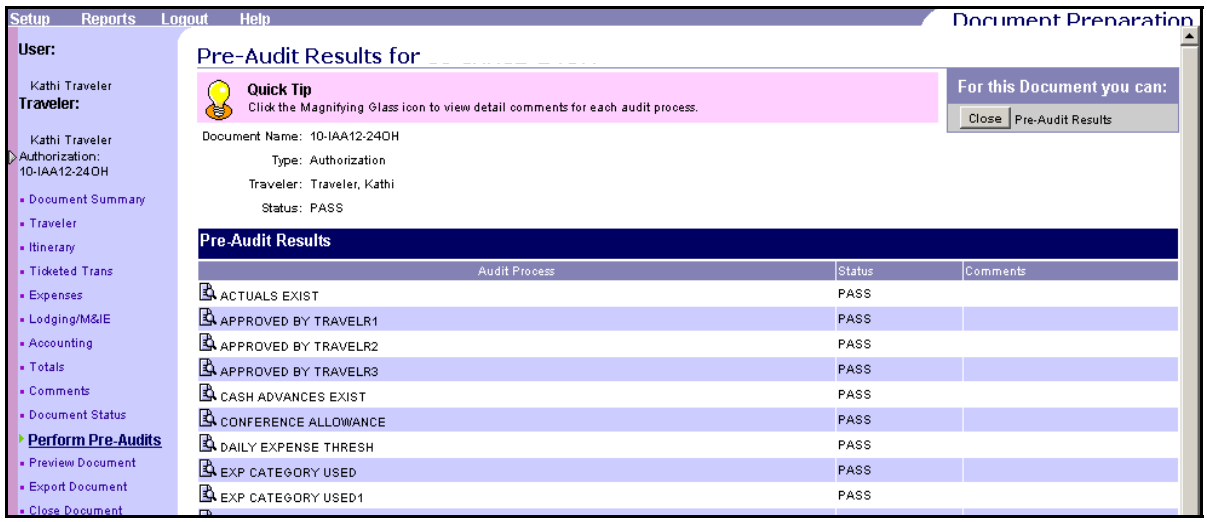
U. COMMENTS



1. Identify any changes to what was already authorize and enter comments.

2. Click the **Perform Pre-Audits** link on the Document Toolbar on the left side of the page. The **Pre-Audit Results** page is displayed.

V. PERFORM PRE-AUDITS



1. If any audit fails, the word "FAIL" will be in the **Status** column. A comment describing the failure will appear in the **Comments** column as shown above. A **Fail** draws attention to a particular process to ensure the preparer or signer has entered/reviewed the data correctly.

> **NOTE:**
>
> Adding expenses to the voucher that were not previously authorized on the authorization may cause an audit failure, which will bring the expenses to the attention of the Approvers and/or Reviewers during the Pre Audit Results check.

2. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Document Summary** page is displayed.

W. DOCUMENT SUMMARY

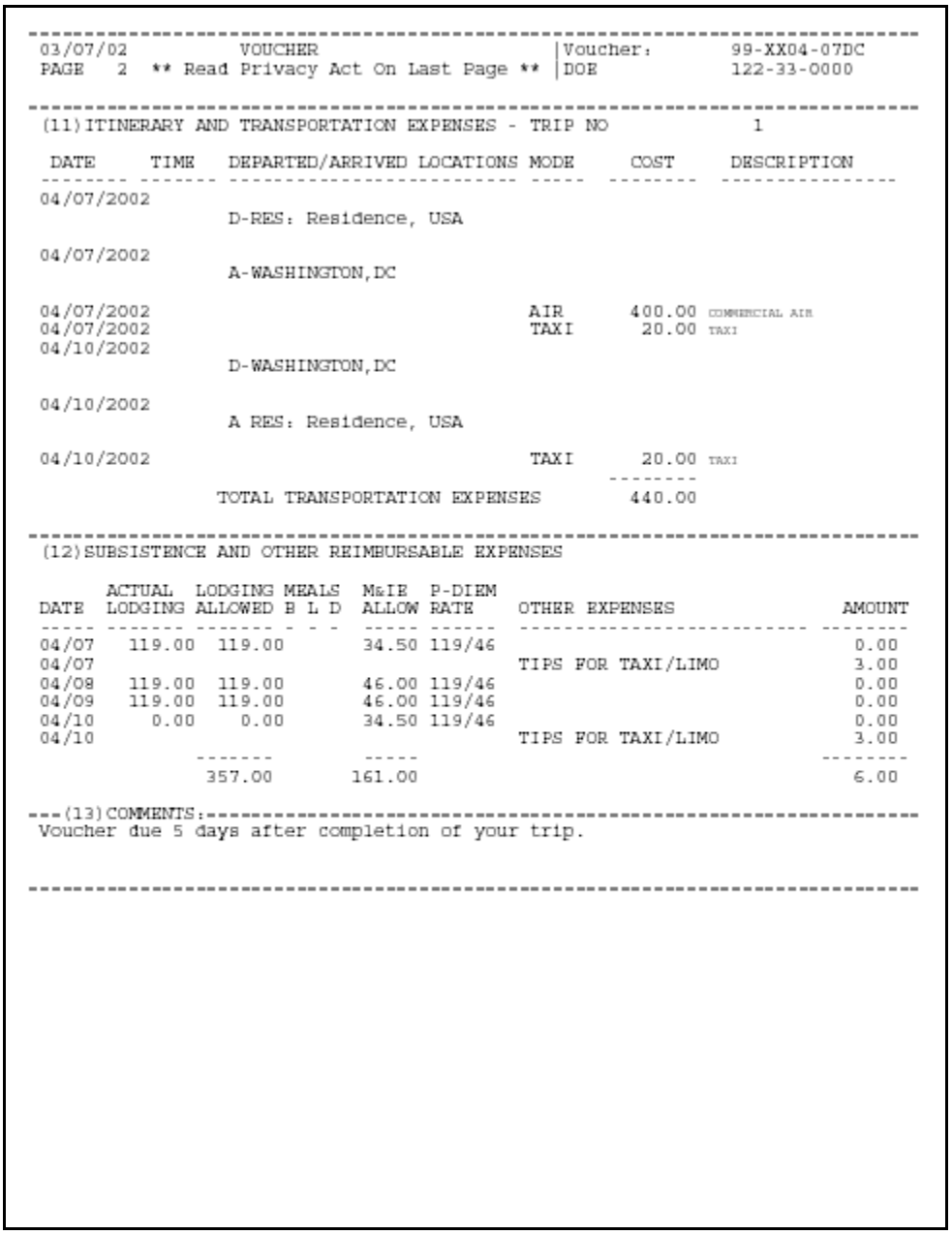
1. Review the Document Summary. Click any links to view details.

2. To print the voucher:

   a. Click on the **Preview Document** link on the Document Processing Toolbar on the left side of the page.

   b. The browser will launch a new window over the existing window. The travel document may be reviewed on the screen or printed. Use the scroll bar to see the additional pages.

```
03/07/02          VOUCHER                          | Voucher:      99-XX04-07DC
PAGE   1 ** Read Privacy Act On Last Page **       | TA Num:       99-XX200015
-------------------------------------------------------------------------------
1) NAME: DOE, JANE .                               SSN:    122-33-0000

   ADDR:                                           PHONE:
                                                   MAIL CD:
         Residence, USA                            ORG:     99-XX
                                                   TITLE:
   DUTY: Residence, USA              TZ: 6         SEC CLR:
   RES:  Residence, USA                            CARD:    CARD HOLDER
   HOURS:  8
   Prepared By      S Smith 1234                   Dest Code         99
-------------------------------------------------------------------------------
2) FROM    TO        TA NUMBER     TA DATE      TRIP PURPOSE        TRIP TYPE
-------- -------- ---------------- -------- ---------------------- -----------
04/07/2002
         04/10/2002
                   99-XX200015     03/05/2002
                                              TRAINING                CNST
-------------------------------------------------------------------------------
3)  GTR/TICKET NO          VALUE    CR  CLS    DATE        FROM         TO
---------------------  ----------- --  ---  --------  ----------- ----------
-------------------------------------------------------------------------------
4) ACCOUNTING CLASS CODE     TRIP 3   2-CNSTRCT     TRIP 1   |5) FINANCE OFFICE
-------------------------  ---------  ---------  -----------
99-XX12345                              664.00       964.00
11111112345..1234..99.02.42.00.XX.ABC
                                                              |
                                                              |
                                                              |
```



03/07/02 VOUCHER | Voucher: 99-XX04-07DC
PAGE 2 ** Read Privacy Act On Last Page ** | DOE 122-33-0000

(11)ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

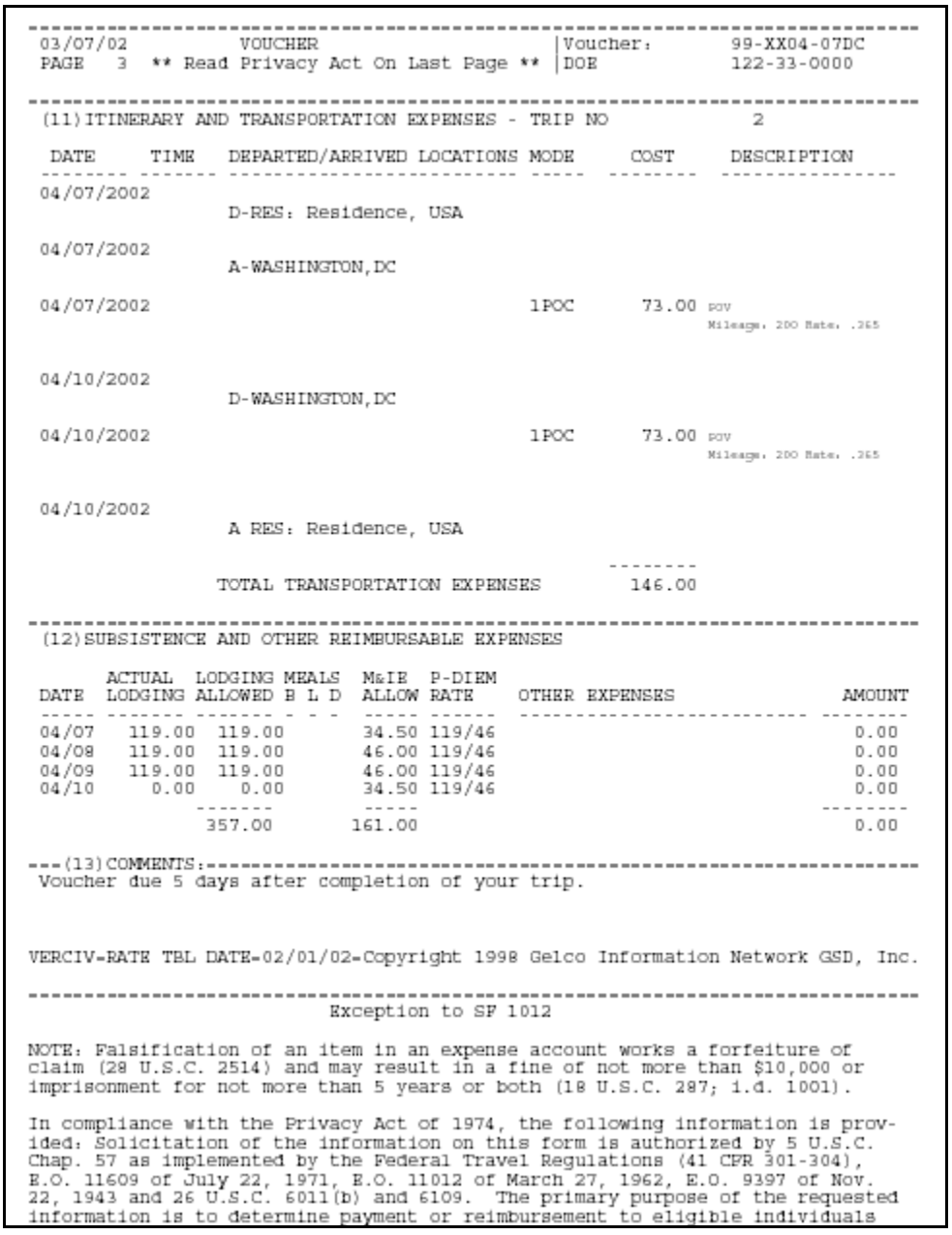
DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
04/07/2002		D-RES: Residence, USA			
04/07/2002		A-WASHINGTON,DC			
04/07/2002			AIR	400.00	COMMERCIAL AIR
04/07/2002			TAXI	20.00	TAXI
04/10/2002		D-WASHINGTON,DC			
04/10/2002		A RES: Residence, USA			
04/10/2002			TAXI	20.00	TAXI
		TOTAL TRANSPORTATION EXPENSES		440.00	

(12)SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
04/07	119.00	119.00		34.50	119/46		0.00
04/07						TIPS FOR TAXI/LIMO	3.00
04/08	119.00	119.00		46.00	119/46		0.00
04/09	119.00	119.00		46.00	119/46		0.00
04/10	0.00	0.00		34.50	119/46		0.00
04/10						TIPS FOR TAXI/LIMO	3.00
	357.00			161.00			6.00

(13)COMMENTS:
Voucher due 5 days after completion of your trip.

Page 2 of a Voucher



03/07/02 VOUCHER | Voucher: 99-XX04-07DC
PAGE 3 ** Read Privacy Act On Last Page ** | DOE 122-33-0000

(11)ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 2

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
04/07/2002		D-RES: Residence, USA			
04/07/2002		A-WASHINGTON,DC			
04/07/2002			1POC	73.00	POV Mileage. 200 Rate. .365
04/10/2002		D-WASHINGTON,DC			
04/10/2002			1POC	73.00	POV Mileage. 200 Rate. .365
04/10/2002		A RES: Residence, USA			
		TOTAL TRANSPORTATION EXPENSES		146.00	

(12)SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
04/07	119.00	119.00		34.50	119/46		0.00
04/08	119.00	119.00		46.00	119/46		0.00
04/09	119.00	119.00		46.00	119/46		0.00
04/10	0.00	0.00		34.50	119/46		0.00
		357.00		161.00			0.00

(13)COMMENTS:
Voucher due 5 days after completion of your trip.

VERCIV-RATE TBL DATE-02/01/02-Copyright 1998 Gelco Information Network GSD, Inc.

Exception to SF 1012

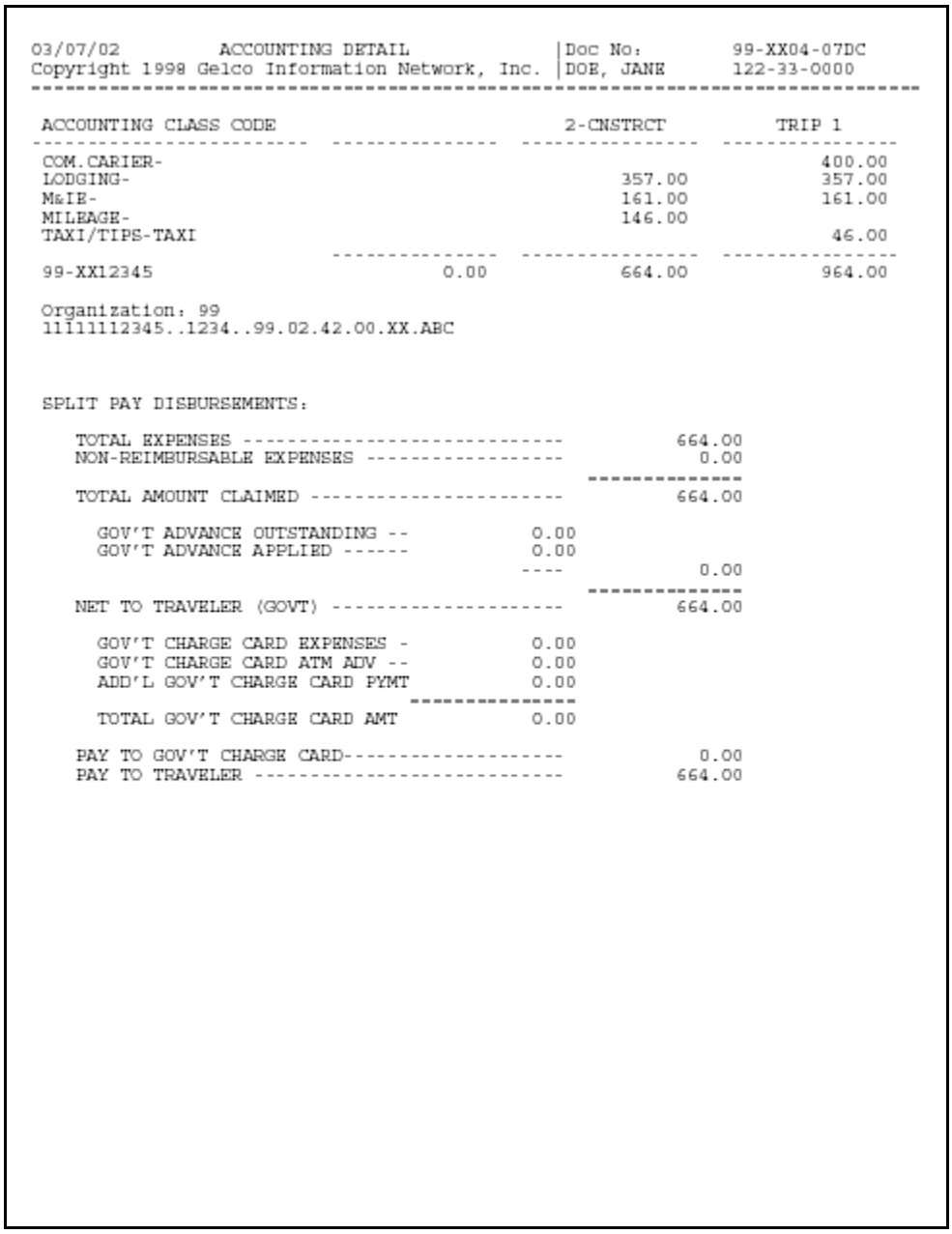
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals

Page 3 of a Voucher

for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Page 4 of a Voucher



03/07/02 ACCOUNTING DETAIL | Doc No: 99-XX04-07DC
Copyright 1998 Gelco Information Network, Inc. | DOE, JANE 122-33-0000

ACCOUNTING CLASS CODE		2-CNSTRCT	TRIP 1
COM.CARIER-			400.00
LODGING-		357.00	357.00
M&IE-		161.00	161.00
MILEAGE-		146.00	
TAXI/TIPS-TAXI			46.00
99-XX12345	0.00	664.00	964.00

Organization: 99
11111112345..1234..99.02.42.00.XX.ABC

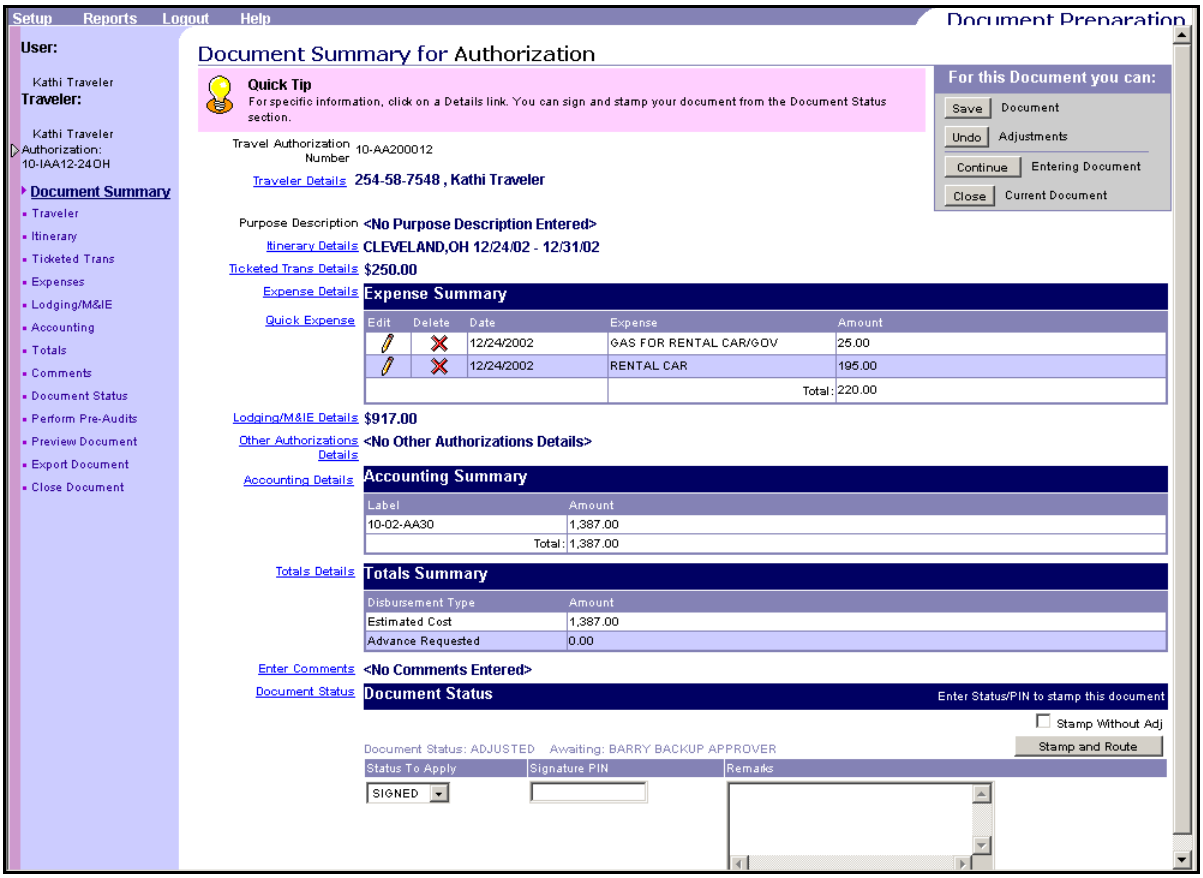
SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES		664.00
NON-REIMBURSABLE EXPENSES		0.00
TOTAL AMOUNT CLAIMED		664.00
GOV'T ADVANCE OUTSTANDING	0.00	
GOV'T ADVANCE APPLIED	0.00	
		0.00
NET TO TRAVELER (GOVT)		664.00
GOV'T CHARGE CARD EXPENSES	0.00	
GOV'T CHARGE CARD ATM ADV	0.00	
ADD'L GOV'T CHARGE CARD PYMT	0.00	
TOTAL GOV'T CHARGE CARD AMT	0.00	
PAY TO GOV'T CHARGE CARD		0.00
PAY TO TRAVELER		664.00

Page 5 of a Voucher

c. Use the browser and/or reader **Print** button to print a copy of the travel document if desired.

d. Close the Preview Document window by closing the browser and/or reader window. The **Document Summary** page is displayed.



3. In the **Document Status** area, at the bottom of the **Document Summary** page, perform the following to stamp and route the document:

   a. **Status to Apply** is at the default value. DO NOT CHANGE IT.

   b. Click in the **Signature PIN** field and enter the appropriate **PIN**.

   c. Click in the **Remarks** field and enter remarks such as 'Prepared for the Traveler'.

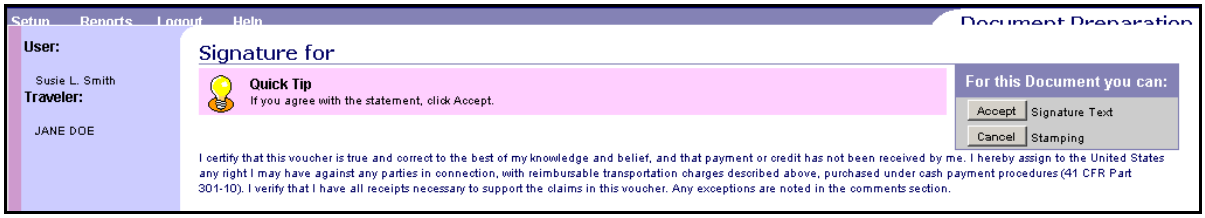
   d. Click the Stamp and Route button, on the right of the **Document Status** area at the bottom of the page, to sign/stamp and route the document.

4. The **Pre-Audit Results** page is displayed.

NOTE:

If changes are necessary to the document, click on the Cancel **Pre-Audit Results** button in the **For this Document you can:** area in the top right. The document will not be signed and will not route. The document can be modified.

5. Click the Continue **Stamping the Document** button in the **For this Document you can:** area in the top right. The **Signature** certification page is displayed.



6. If in agreement with the signature certification statement, click the Accept **Signature Text** button in the **For this Document you can:** area in the top right. The document is routed.

NOTE:

If not in agreement, click the Cancel **Stamping** button in the **For this Document you can:** area in the top right. The document will not be stamped and will not route.

7. Travel Manager displays the **Travel Manager Main Web** window. No other notice is given by Travel Manager to let you know your document has been routed.

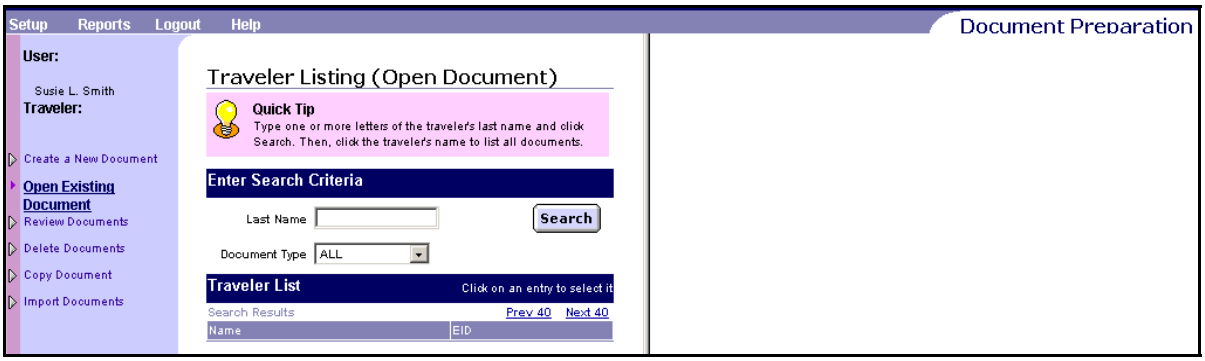
8. Remember, the Traveler ***must*** login to Travel Manager and sign and certify the voucher to route the document.

NOTE:

All required receipts, Lodging, Airline Ticket, Laundry/Drying Cleaning, Rental Car and any one (1) expense over $75.00 claimed, including any backup documentation, must be faxed to the RFO Travel Office at 301-286-6862/ 6-6862.

X. OPEN DOCUMENT (VIEW/UPDATE)

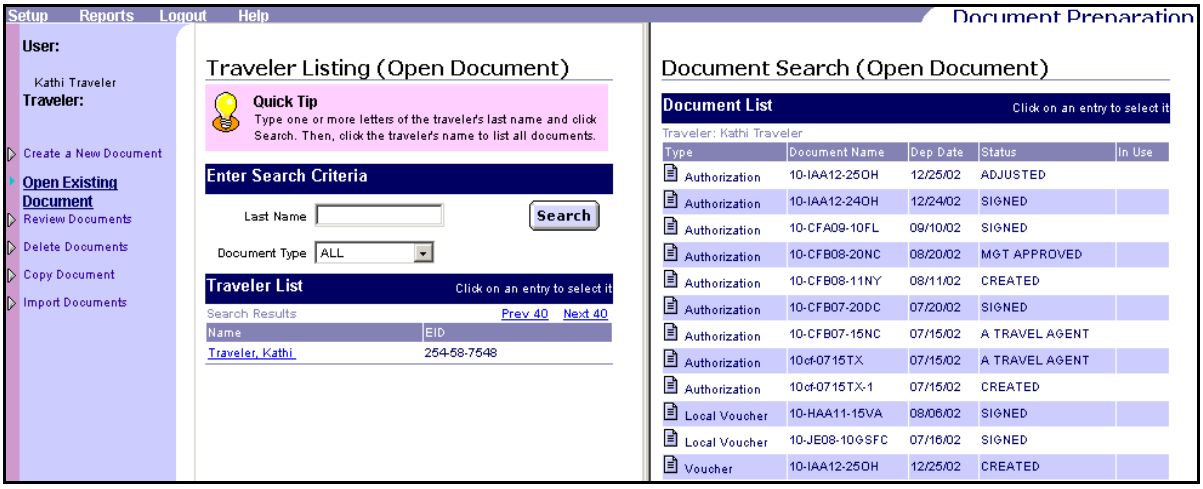
1. Click the **Open Existing Document** link, on the Document Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page is displayed.



2. Enter one or more characters of the last name of the traveler and click the

button, located to the right of the last name field.

3. Click on the name of the desired traveler from the **Traveler Listing (Open Document)** area.



4. All documents created for that traveler will be displayed in the **Document Search (Open Document)** area on the right.

   a. Documents that have been created but not routed will have **CREATED** in the **Status** column.

   b. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED**, **MGT APPROVED, A TRAVEL AGENT,**

RETURNED, CANCELLED NASA CTO REVIEWED, NASA CTO DISBURSED or DISBURSED.

c. Documents that have been processed in the Travel Office and have completed processing will have **DATALINK** in the **Status** column.

5. Click the document icon for the document created in the previous exercise. The **Open Document Signature** page is displayed if the traveler has signed the document.

6. The document can be opened one of two ways:

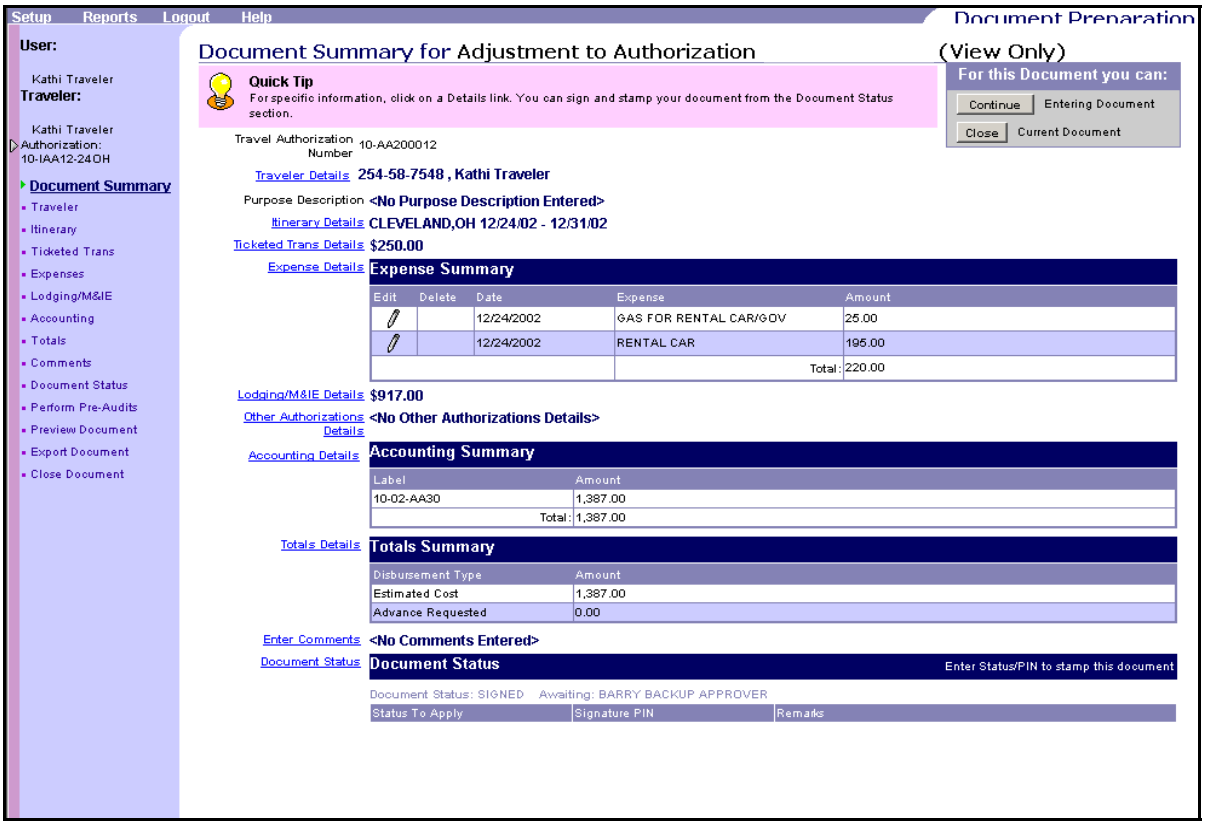
a. Enter the appropriate signature PIN and click the Sign **to Review Document** button, in the **For this Document you can:** area in the top right, to adjust the document.

OR

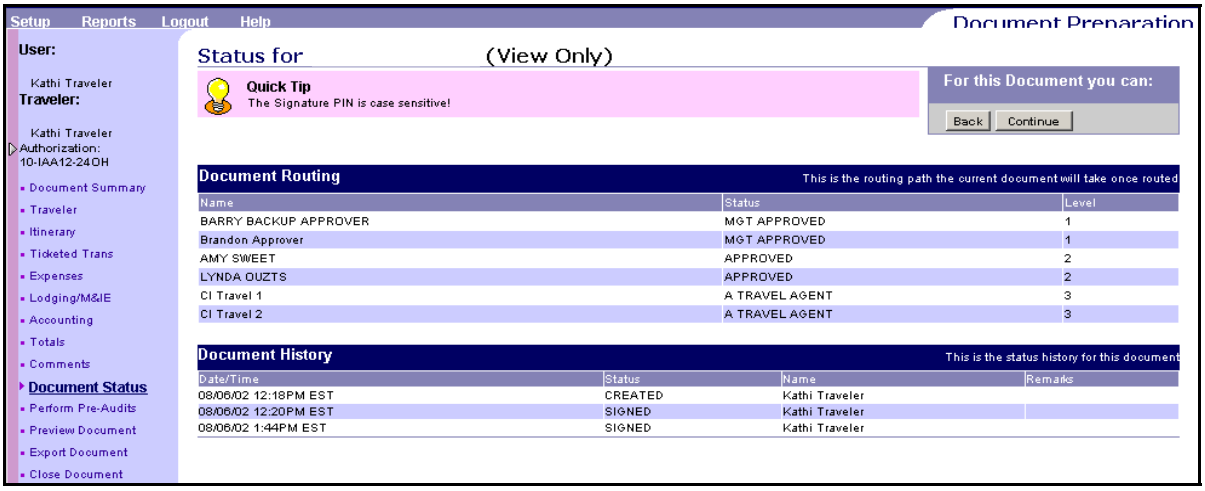
b. Click the Get **Document as View-Only** button to open it as view only.

7. If the traveler has signed the document, click the Get **Document as View-Only** button, in the **For this Document you can:** area in the top right, to open the document as view only. The **Document Summary** page is displayed.

8. If the traveler has not signed the document, the **Document Summary** page is displayed. Use the scroll bar on the right of the **Document Summary** page to view the bottom of the page.



9. Click the **Document Status** link, on the Document Summary page, or on the Document Processing Toolbar on the left side of the page to view the **Status** page for the routing list. The Document History indicates the preparer has signed the voucher. The **Document Routing** indicates the traveler needs to sign the voucher.



10. Click the Close **Document** link, on the Document Toolbar on the left side of the page, to close the document.

X. ADD A SPONSORED TRAVELER

In this section you will learn the procedures for adding a non-NASA employee as a traveler. The Preparer must contact the RFO Help Desk to add an invitational traveler in order to create a travel authorization and voucher. The Help Desk will have the traveler and the sponsor added to the system.

E-mail the Help Desk with the following information:

- Invitational Traveler's Name
- Invitational Traveler's Social Security Number
- Traveler's Payment Address
- Traveler's Telephone Number
- Sponsor's Name
- Sponsor's Organization

The invitational Traveler does not have access to Travel Manager therefore a sponsor must be assigned to the Traveler and that sponsor will sign for the Traveler. The sponsor's SSN is entered in the Sponsor field of the Traveler's information record on the authorization. The sponsor cannot be changed after the document is signed. The organization and default routing list of the sponsor is assigned to the invitational Traveler's record. Only the attached sponsor has access to the Traveler's information to create documents. The sponsor can attaché a different sponsor to the Traveler's information and the initial sponsor will not have access to the Traveler's information.

The sponsor will print a hardcopy of the authorization when it has been approved and give the approved authorization to the Traveler.

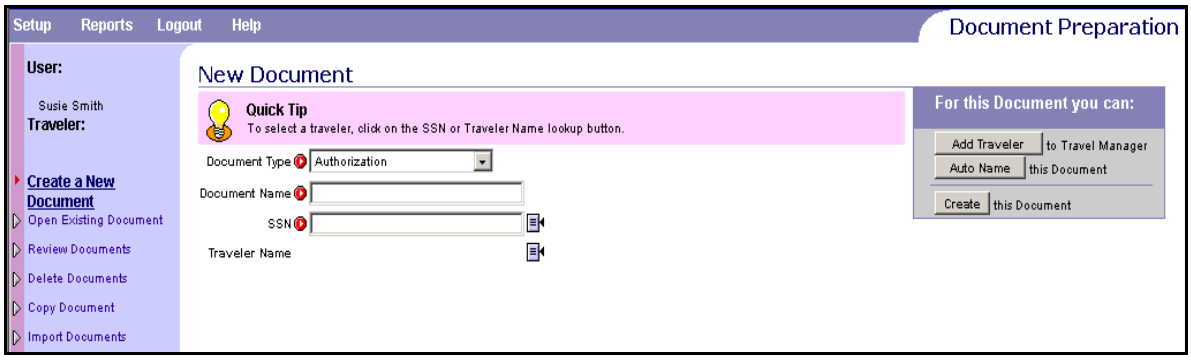
If the Traveler is not at the Center, a blank paper voucher will be given to the Traveler for completion and signature. The Traveler will send the completed voucher to the sponsor. The sponsor will create a voucher for the Traveler in Travel Manager using the paper document, and the sponsor will sign and route the Travel Manager document. The sponsor will also send the signed paper voucher to the appropriate office, according to Center policy.

If the Traveler is at the Center, the sponsor will create the voucher document using the receipts from the Traveler and print the Travel Manager voucher. The Traveler will sign the printed document and forward it to the appropriate office, according to policy. The Preparer will sign and route the Travel Manager voucher document for the Traveler.

A. CREATE A NEW DOCUMENT

1. Start from the **Travel Manager Main Web** page.

2. Click the **Create a New Document** link on the Document Toolbar on the left side of the page. The **New Document** page is displayed.

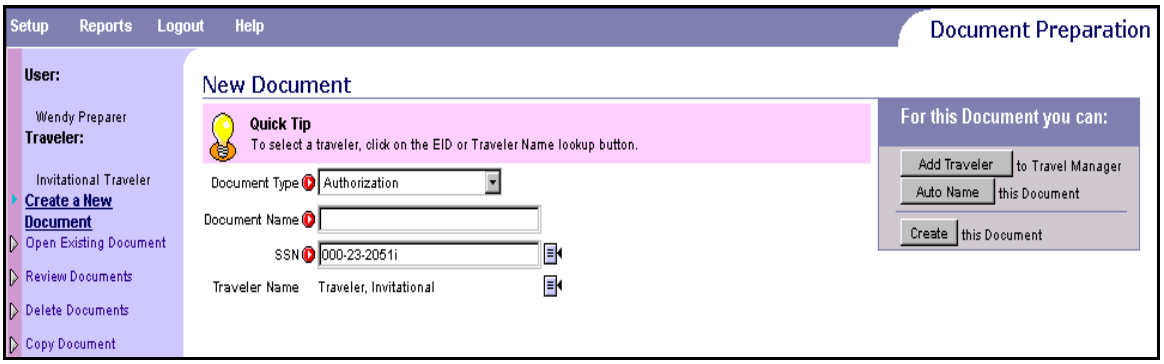


3. Select **Authorization** from the **Document Type** drop down list.

4. Click in the **SSN** field and enter the Social Security Number of the sponsored invitational Traveler. The letter '**i**' will be added to the end of the number to indicate '**invitational'**.

NOTE:

Notice the organization and routing list default to the sponsor's values and cannot be modified. It is important for the Preparer to make sure their routing list is correct for the sponsored Traveler's document.



5. Click in the **Document Name** field and enter a name consisting of the **Center ID** (always **51** for NASA GSFC), hyphen (-), **Org Code** (example: **156** (3 letter code should be used), **Date** of departure (example: **06-18** (MM-DD) use a hyphen '-' to separate the month and day rather than a slash '/'), and **State** or **Country** traveling to (example: **AL** for Alabama). Example: **51-15606-18DC.**

6. Click the Create **this Document** button in the **For this Document you can:** area in the top right to begin creating the document.

7. Sign and route the Travel Authorization,

8. When the travel is completed, the traveler will fill out a paper voucher and send it to the sponsor along with the necessary receipts for the sponsor to enter the Voucher from Authorization into Travel Manager. The sponsor will sign and route the Voucher in Travel Manager.

9. The sponsor must forward the paper voucher with signatures to the RFO Travel Office, Code 159.

XI. Travel Manager Reports

This section addresses the steps to view the Document Summary Report by Traveler, Accounting Code, Travel Authorization, Location or Trip Purpose.

Also addressed are the steps to view the Travel Ledger Report and the Accounting Summary Report.

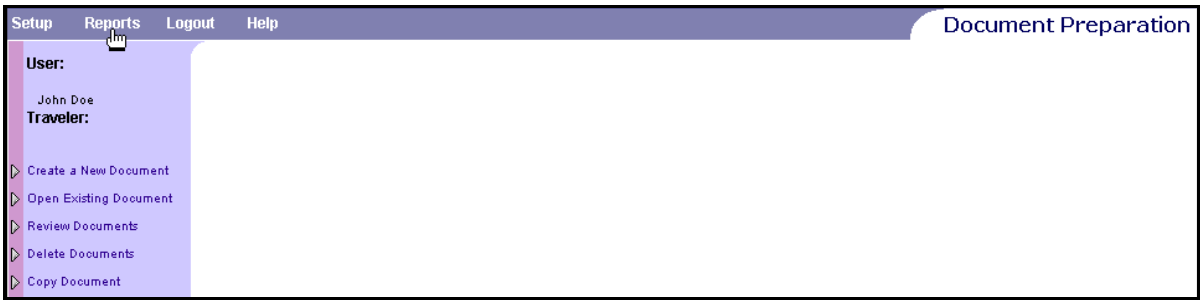
A. DOCUMENT SUMMARY BY TRAVELER

The Document Summary Report may be selected for authorizations, vouchers, or local vouchers. The report includes the traveler's name, document name, total expenses, amount claimed, advance applied, net amount, departure date, number of travel days, and total trip expenses.

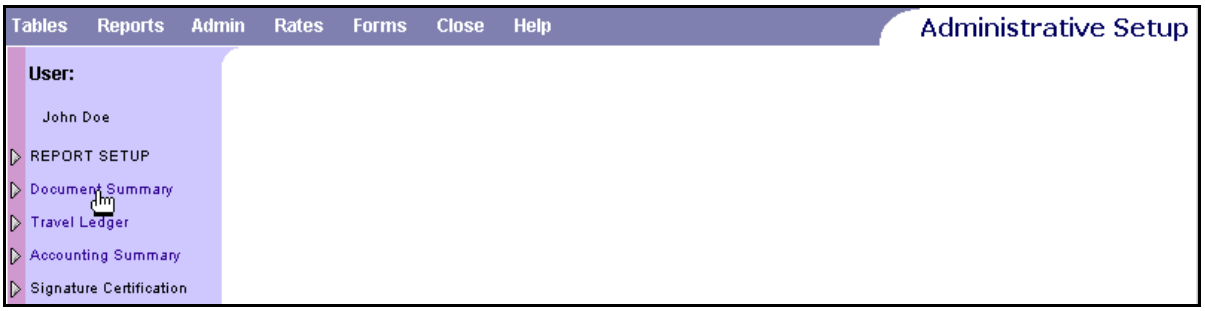
To view the accounting data and location, click the 'Detail Report' check box on the selection criteria page to place a '√' in the box. Detail report for local voucher does not include location.

Title information includes the criteria: traveler's **SSN** and **Org code**, document status, and date range.

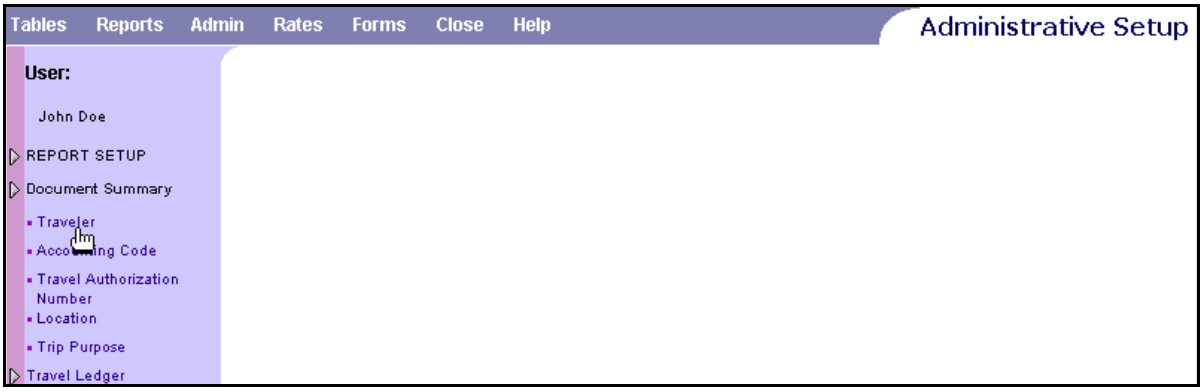
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page is displayed in a new browser window.

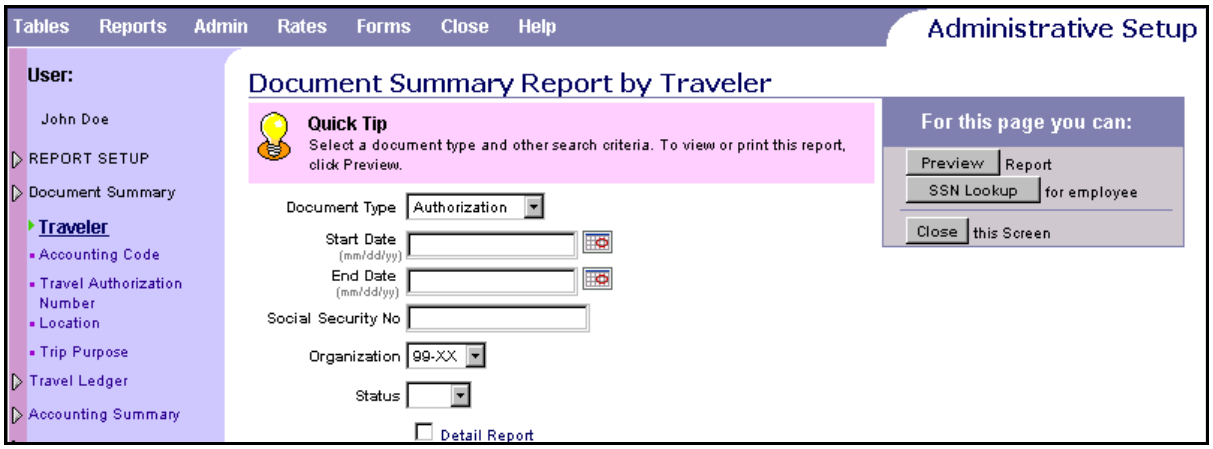


3. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Report Setup** page is redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Traveler** link on the Document Toolbar on the left side of the page.

5. The **Document Summary Report by Traveler** page is displayed.



6. The **Document Type** field defaults to Authorization. Voucher or Local Voucher could also be selected from the pull down list.

7. Select **Authorization** from the pull down list.

8. Enter the **Start Date** and **End Date** range.

   a. **Start Date** is the earliest departure date to include on the report.

   b. **End Date** is the latest departure date to include on the report.

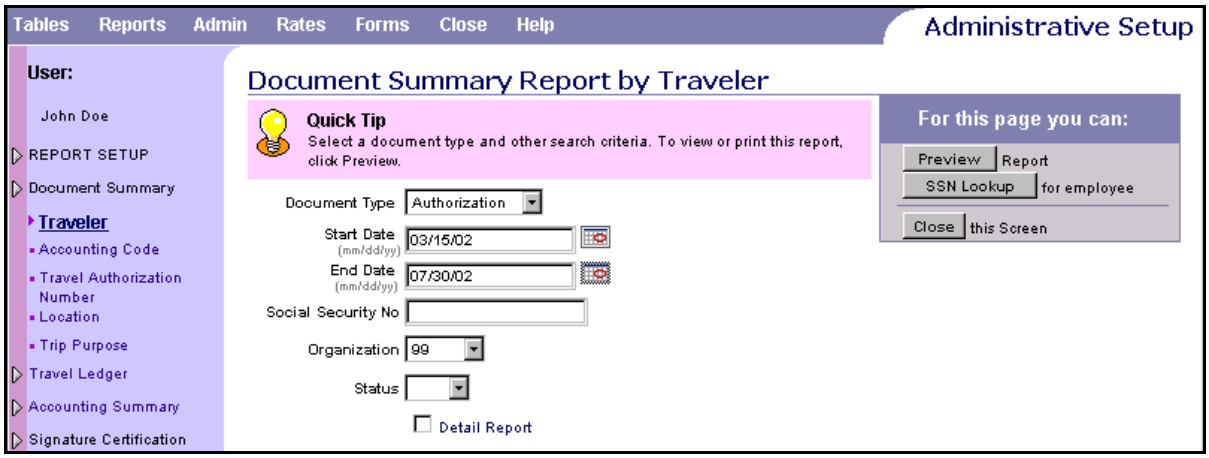
NOTE:
Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.

9. Enter the **Social Security Number** of the desired traveler or select it from the list by clicking the SSN Lookup **for employee** button in the **For this Document you can:** area in the top right.

10. Leave the **Organization** field blank when selecting the report for a specific traveler.

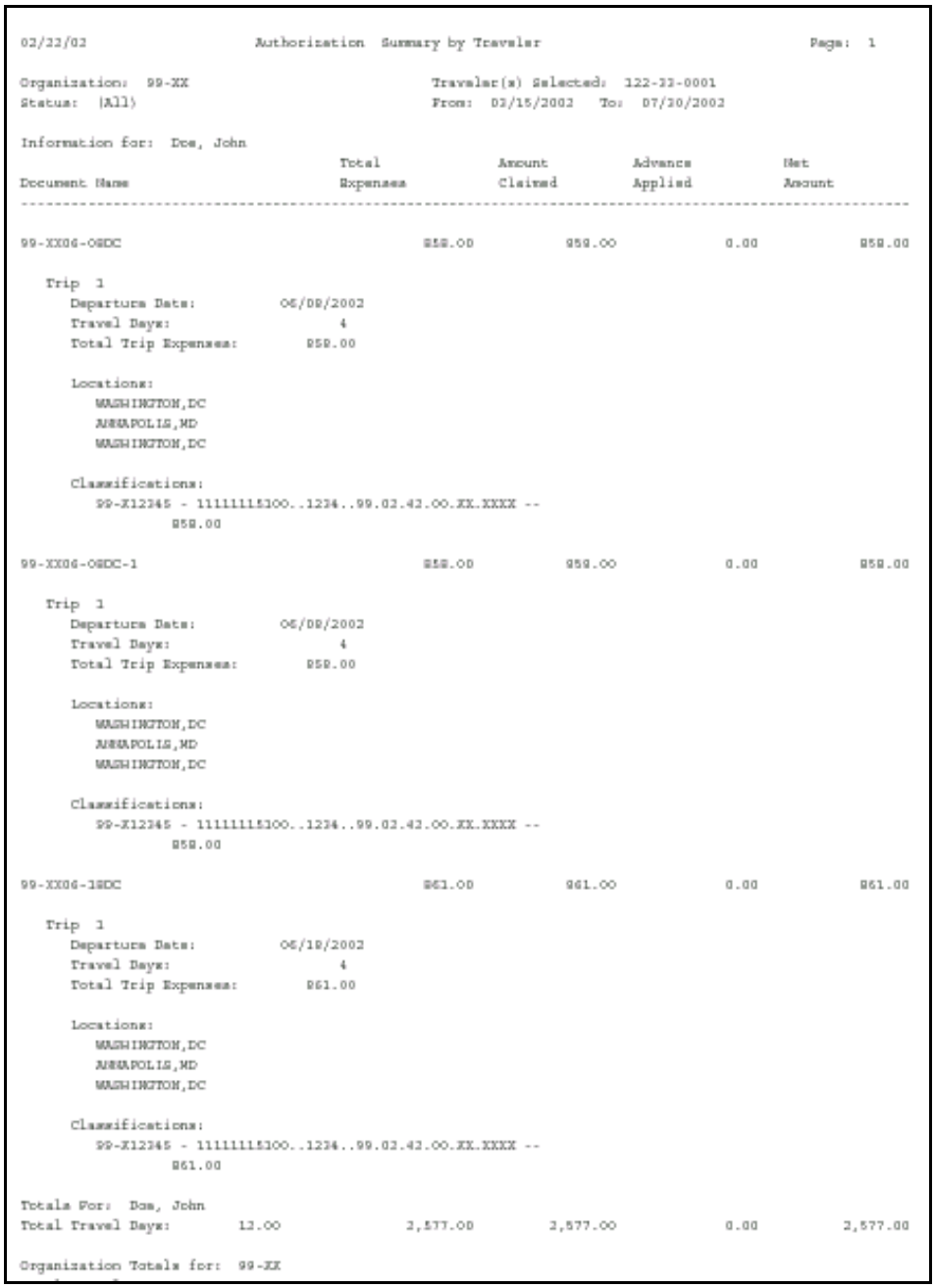
11. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included on the report.

12. Check the **Detail Report** check box to place a '√' in the box. Selecting the **Detail Report** will include the accounting classification codes and travel locations on the report.



13. Click the Preview **Report** button in the **For this Document you can:** area in the top right.

14. The **Authorization Summary by Traveler** report is displayed in a new browser window.



02/22/02 Authorization Summary by Traveler Page: 1

Organization: 99-XX Traveler(s) Selected: 122-33-0001
Status: (All) From: 03/15/2002 To: 07/20/2002

Information for: Doe, John

Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount
99-XX06-0SDC	958.00	959.00	0.00	958.00

Trip 1
Departure Date: 06/08/2002
Travel Days: 4
Total Trip Expenses: 959.00

Locations:
WASHINGTON,DC
ANNAPOLIS,MD
WASHINGTON,DC

Classifications:
99-X12345 - 11111115300..1234..99.02.42.00.XX.XXXX --
958.00

99-XX06-0SDC-1	958.00	959.00	0.00	958.00

Trip 1
Departure Date: 06/08/2002
Travel Days: 4
Total Trip Expenses: 959.00

Locations:
WASHINGTON,DC
ANNAPOLIS,MD
WASHINGTON,DC

Classifications:
99-X12345 - 11111115300..1234..99.02.42.00.XX.XXXX --
958.00

99-XX06-1SDC	961.00	961.00	0.00	961.00

Trip 1
Departure Date: 06/18/2002
Travel Days: 4
Total Trip Expenses: 961.00

Locations:
WASHINGTON,DC
ANNAPOLIS,MD
WASHINGTON,DC

Classifications:
99-X12345 - 11111115300..1234..99.02.42.00.XX.XXXX --
961.00

Totals For: Doe, John					
Total Travel Days:	12.00	2,577.00	2,577.00	0.00	2,577.00

Organization Totals for: 99-XX

EXAMPLE OF AN AUTHORIZATION SUMMARY BY TRAVELER WITH DETAILS

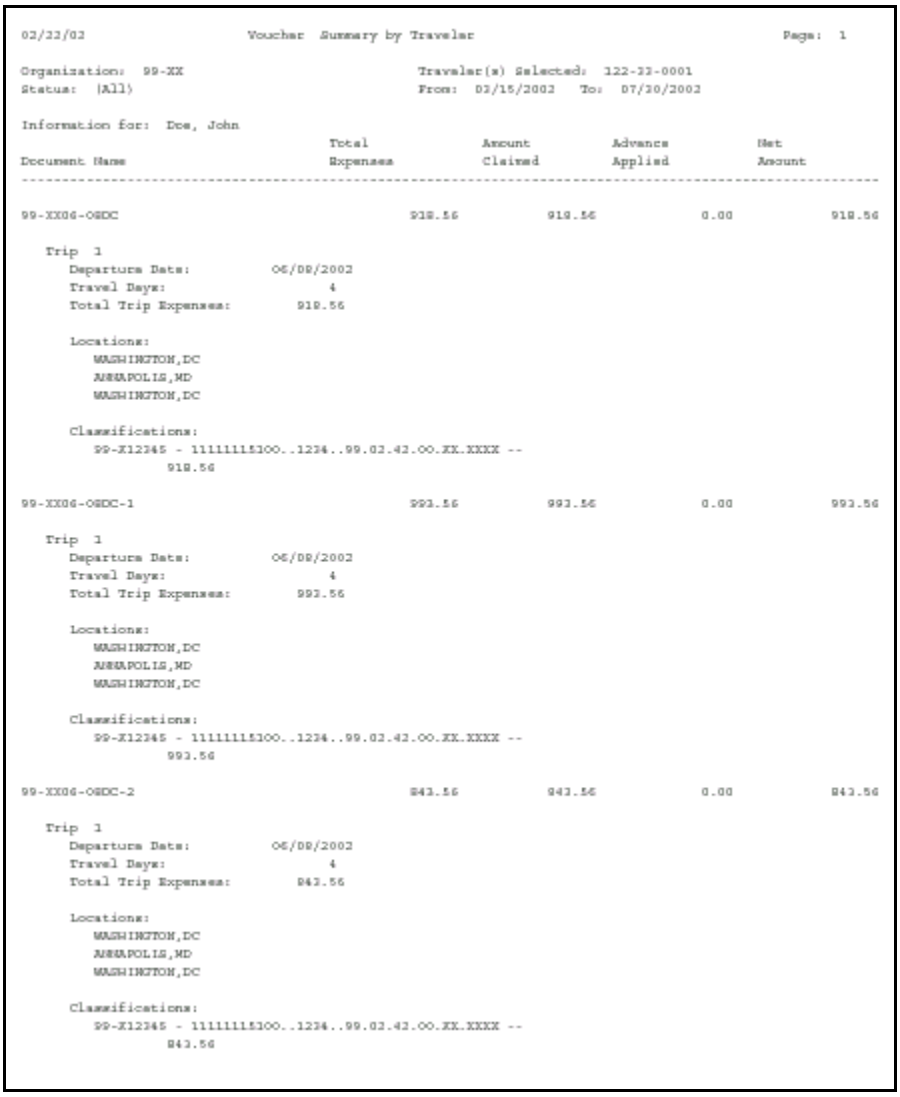
02/22/02 Voucher Summary by Traveler Page: 1

Organization: 99-XX Traveler(s) Selected: 122-22-0001
Status: (All) From: 02/15/2002 To: 07/30/2002

Information for: Doe, John

Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount
99-XX06-06DC	918.56	918.56	0.00	918.56
Trip 1				
Departure Date: 06/09/2002				
Travel Days: 4				
Total Trip Expenses: 918.56				
99-XX06-06DC-1	993.56	993.56	0.00	993.56
Trip 1				
Departure Date: 06/09/2002				
Travel Days: 4				
Total Trip Expenses: 993.56				
99-XX06-06DC-2	843.56	843.56	0.00	843.56
Trip 1				
Departure Date: 06/09/2002				
Travel Days: 4				
Total Trip Expenses: 843.56				
99-XX06-18AL	859.00	859.00	333.00	526.00
Trip 1				
Departure Date: 03/26/2002				
Travel Days: 4				
Total Trip Expenses: 859.00				
99-XX06-18DC	918.56	918.56	0.00	918.56
Trip 1				
Departure Date: 06/10/2002				
Travel Days: 4				
Total Trip Expenses: 918.56				
Totals For: Doe, John				
Total Travel Days: 20.00	4,532.24	4,532.24	333.00	4,200.24
Organization Totals for: 99-XX				
Total Travel Days: 20.00	4,532.24	4,532.24	333.00	4,200.24
Report Totals ----------				
Total Travel Days: 20.00	4,532.24	4,532.24	333.00	4,200.24

EXAMPLE OF A VOUCHER SUMMARY BY TRAVELER



02/22/02 Voucher Summary by Traveler Page: 1

Organization: 99-XX Traveler(s) Selected: 122-33-0001
Status: (All) From: 02/15/2002 To: 07/20/2002

Information for: Doe, John

Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount
99-XX06-OSDC	918.56	918.56	0.00	918.56
Trip 1				
Departure Date: 06/08/2002				
Travel Days: 4				
Total Trip Expenses: 918.56				
Locations:				
WASHINGTON,DC				
ANNAPOLIS,MD				
WASHINGTON,DC				
Classifications:				
99-X12345 - 11111115100..1234..99.02.42.00.XX.XXXX -- 918.56				
99-XX06-OSDC-1	993.56	993.56	0.00	993.56
Trip 1				
Departure Date: 06/08/2002				
Travel Days: 4				
Total Trip Expenses: 993.56				
Locations:				
WASHINGTON,DC				
ANNAPOLIS,MD				
WASHINGTON,DC				
Classifications:				
99-X12345 - 11111115100..1234..99.02.42.00.XX.XXXX -- 993.56				
99-XX06-OSDC-2	843.56	843.56	0.00	843.56
Trip 1				
Departure Date: 06/08/2002				
Travel Days: 4				
Total Trip Expenses: 843.56				
Locations:				
WASHINGTON,DC				
ANNAPOLIS,MD				
WASHINGTON,DC				
Classifications:				
99-X12345 - 11111115100..1234..99.02.42.00.XX.XXXX -- 843.56				

Example of a Voucher Summary by Traveler with Details

15. Print using the browser and/or reader **Print** button.

16. Close the browser and/or reader window when finished viewing the report.

17. Click the Close **this Screen** button in the **For this Document you can:** area in the top right.

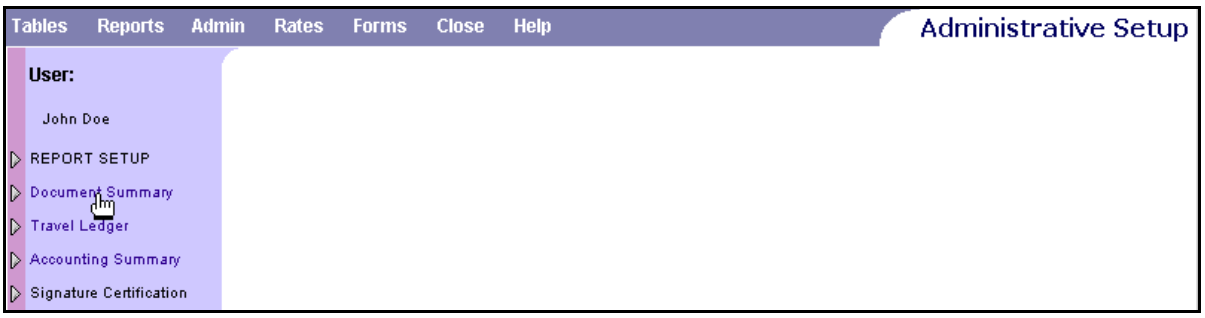
B. DOCUMENT SUMMARY BY ACCOUNTING CODE

The Document Summary by Accounting Code may be selected for authorizations, vouchers or local vouchers. The report includes the traveler's organization and name, document name, departure date, total expenses, account label, account information, account organization code, and account expenses.

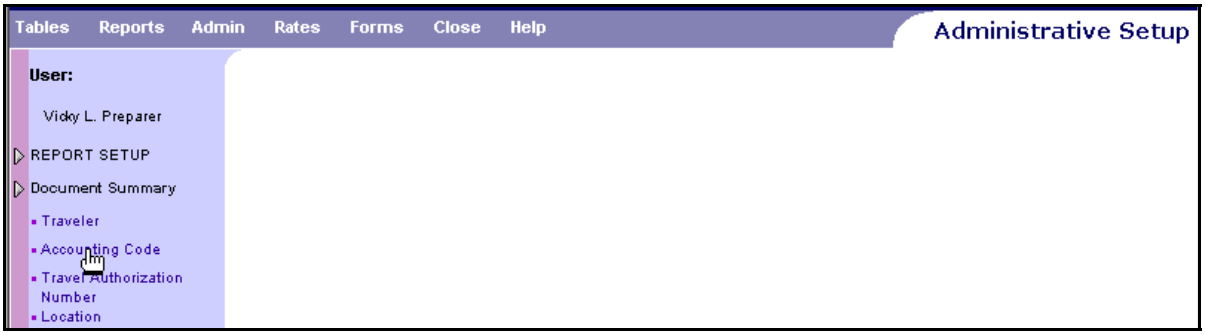
Title information includes the selection criteria: document status, traveler's organization, travel date range, and account code.

1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.

2. The **Report Setup** page is displayed in a new browser window.

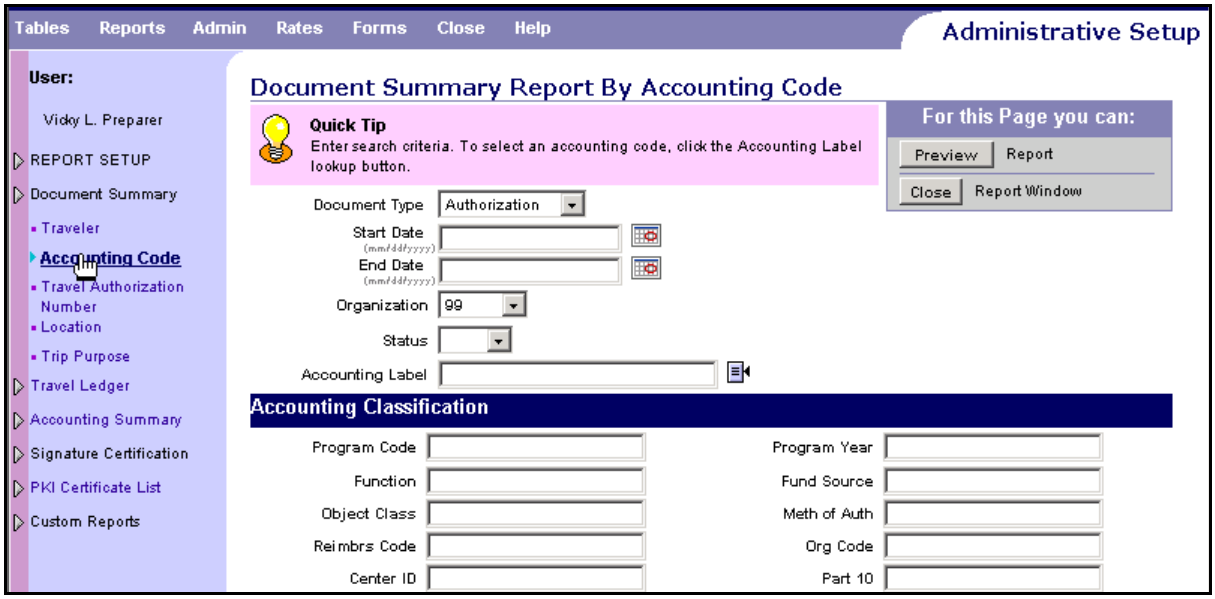


3. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Report Setup** page is refreshed and displayed again with a list of five selections to view the Document Summary report.



4. Click the **Accounting Code** link on the Document Toolbar on the left side of the page.

5. The **Document Summary Report by Accounting Code** page is displayed.



6. The **Document Type** field defaults to **Authorization**. Select the desired type from the **Document Type** pull down list.

7. Enter the **Start Date** and **End Date** range.

   a. **Start Date** is the earliest departure date to include on the report.

   b. **End Date** is the latest departure date to include on the report.

NOTE:

Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.

8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.

NOTE:

The organization code entered is the organization code that the Traveler belongs to and NOT the organization code of the accounting code.

9. Leave the **Status** field blank to include all documents on the report regardless of the status.

10. Leave the **Account Label** blank to include all account codes used on a document. For a list of available accounting codes in the organization, click the pull down button to the right of the **Account Label** field.

11. Click the **Preview Report** button, in the **For this Document you can:** area in the top right, to preview the document in a new browser and/or reader window.

12. To print the report click on the **Print** button of the browser and/or reader window.

02/27/02 Authorization Summary by Accounting Page: 1

Status: (All) From: 01/01/1980 To: 12/31/2049
Organization: 99-XX Accounti (All)

Name	Document Name	Depart Date	Total Expenses
Classification: 99-XX12345 Org: 99-XX			
11111112345..2762..99.02.42.00.XX.NB			
DOE, JOHN	99-XX01-15MA	01/15/2002	2,276.00
DOE, JOHN	99-XX05-13DC	05/13/2002	2,380.00
Total by: 99-XX12345 Org: 99-XX			4,656.00
Classification: 99-XX54321 Org: 99-XX			
11111154321..2790..99.02.42.00.XX.NB			
DOE, JANE	99-XX02-11TX	02/11/2002	1,639.00
Total by: 99-XX54321 Org: 99-XX			1,639.00
Organization Total			6,295.00
Report Total			6,295.00

EXAMPLE OF A DOCUMENT SUMMARY BY ACCOUNTING CODE REPORT

13. Close the browser and/or reader window when finished viewing the report.

14. Click the Close **Report Window** button in the **For this Document you can:** area in the top right.

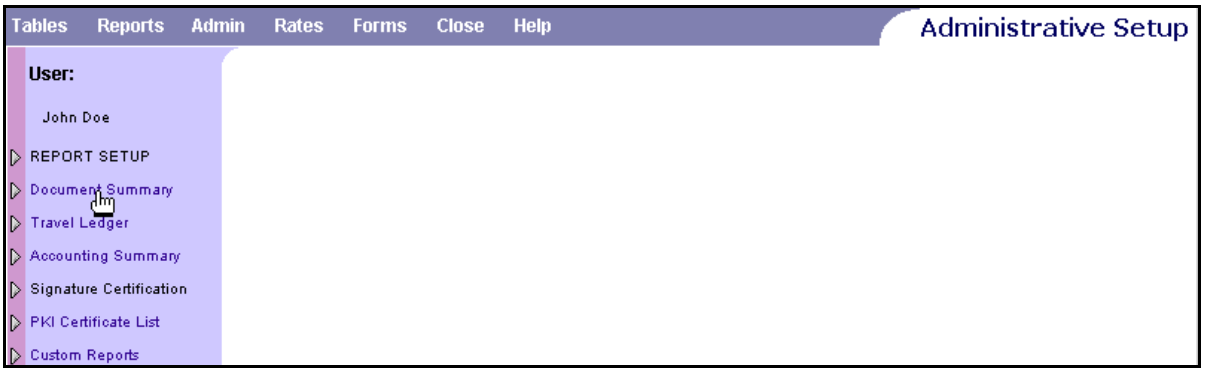
C. DOCUMENT SUMMARY BY TRAVEL AUTHORIZATION NUMBER

The Document Summary by Travel Authorization Number Report may be selected for authorizations and vouchers. The report includes the traveler's organization code and name, authorization number, document name, departure date, number of travel days, and total reimbursable expenses.

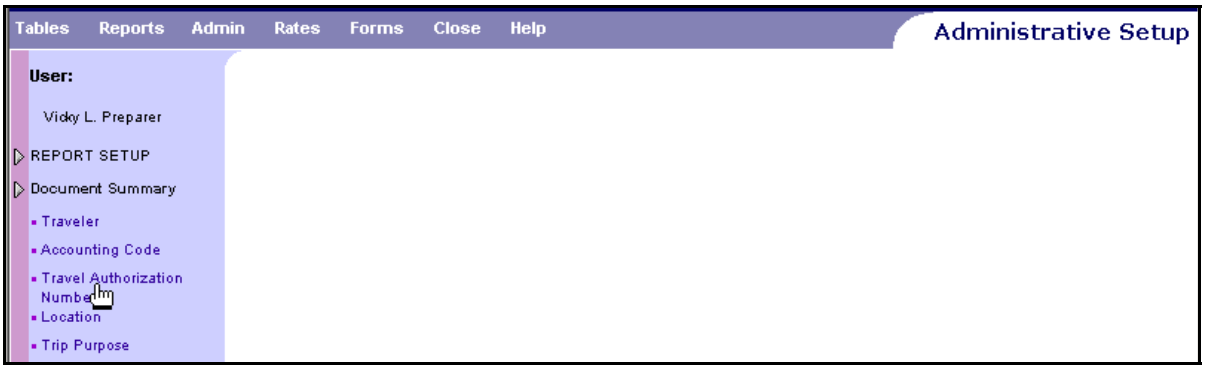
Title information includes the selection criteria: document status, traveler's organization code, travel date range, and Travel Authorization number.

1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.

2. The **Report Setup** page is displayed in a new browser window.

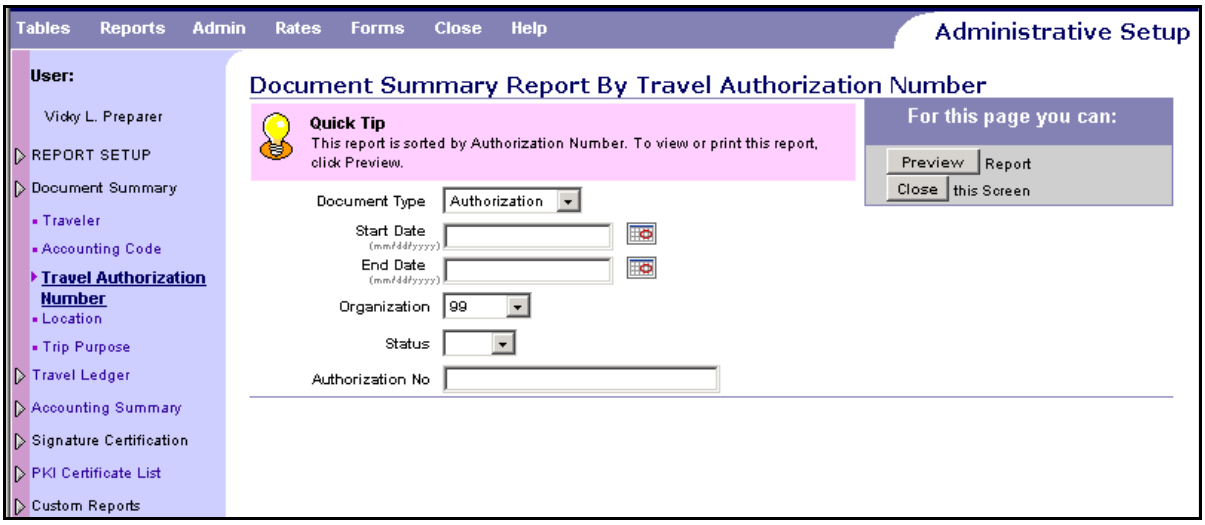


3. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Report Setup** page is redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Travel Authorization Number** link on the Document Toolbar on the left side of the page.

5. The **Document Summary Report by Travel Authorization Number** page is displayed.



6. The **Document Type** defaults to **Authorization**. To change the type to voucher, select **Voucher** from the drop down list.

7. Enter the **Start Date** and **End Date** range.
   a. **Start Date** is the earliest departure date to include on the report.
   b. **End Date** is the latest departure date to include on the report.

NOTE:

Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.

8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.

9. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included.

10. Enter the **Authorization No** of the document to be included in this report if one authorization is desired. The first few characters of an authorization number may be entered to obtain a larger number of authorizations.

11. To view the report on the screen click the **Preview** button in the 'For this page you can:' area in the top right.

12. The **Authorization Summary by Travel Authorization Number** report will display in a new browser window.

13. For a printed copy of the report click on the **Print** button of the browser and/or reader window.

02/27/02 Authorization Summary by Travel Authorizatio Page: 1

Status: (All) From: 01/01/1980 To: 12/31/2049
Organization: 99-XX Selected Documents: (All)

Travel Authoriza	Document name	name	Depart Date	Travel Days	Total Reimbursable Expenses
99-XX200001	99-XX05-13DC	DOE, JOHN	05/13/2002	4.00	1,190.00
99-XX200002	99-XX05-13DC	DOE, JANE	05/13/2002	4.00	1,190.00
99-XX200003	99-XX02-11TX	DOE, JOHN	02/11/2002	2.00	819.50
99-XX200004	99-XX02-11TX	DOE, JANE	02/11/2002	2.00	819.50
99-XX200005	99-XX01-15MA	DOE, JOHN	01/15/2002	3.00	1,138.00
99-XX200006	99-XX01-15MA	DOE, JANE	01/15/2002	3.00	1,138.00
Organization Total				18.00	6,295.00
Report Total				18.00	6,295.00

EXAMPLE OF AN AUTHORIZATION SUMMARY BY TRAVEL AUTHORIZATION NUMBER

14. Close the browser and/or reader window when finished viewing the report.

15. Click the Close **this Screen** button in the **For This Page you can:** area in the top right.

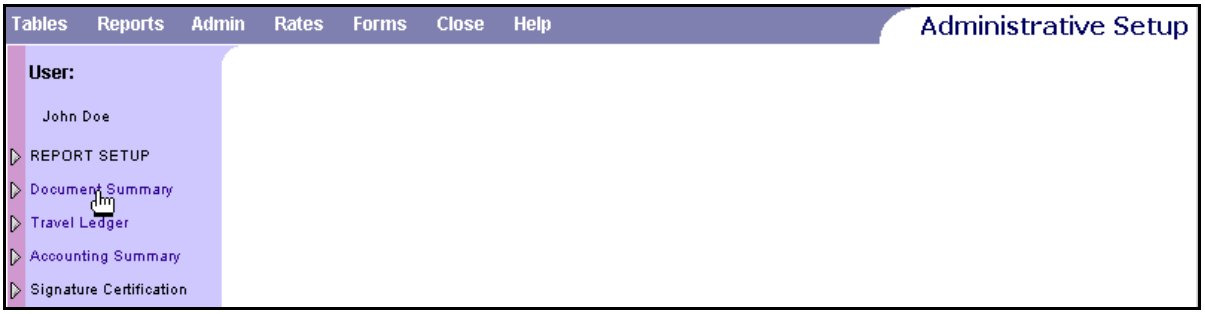
D. DOCUMENT SUMMARY BY LOCATION

The Document Summary by Location Report may be selected for authorizations and vouchers. The report includes the traveler's name, document name, trip number, arrival date and location.

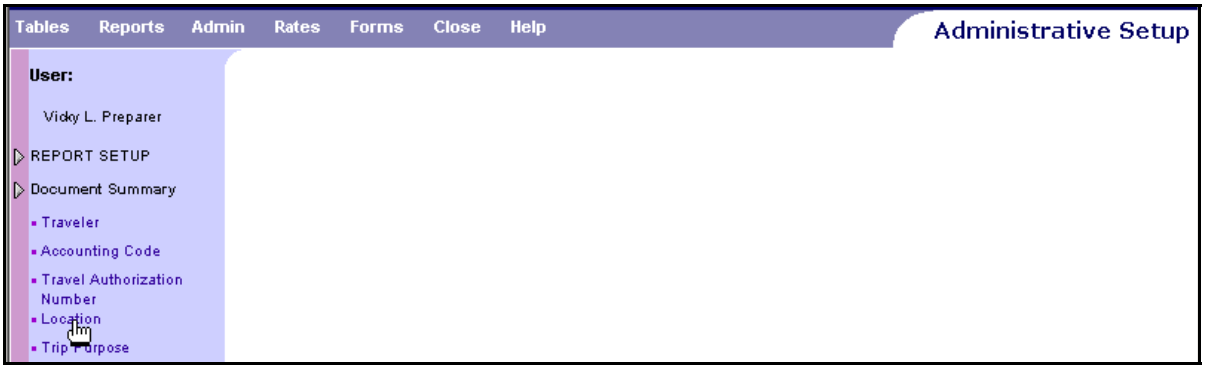
Title information includes the selection criteria: document status, traveler's organization code, location, and travel date range.

1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.

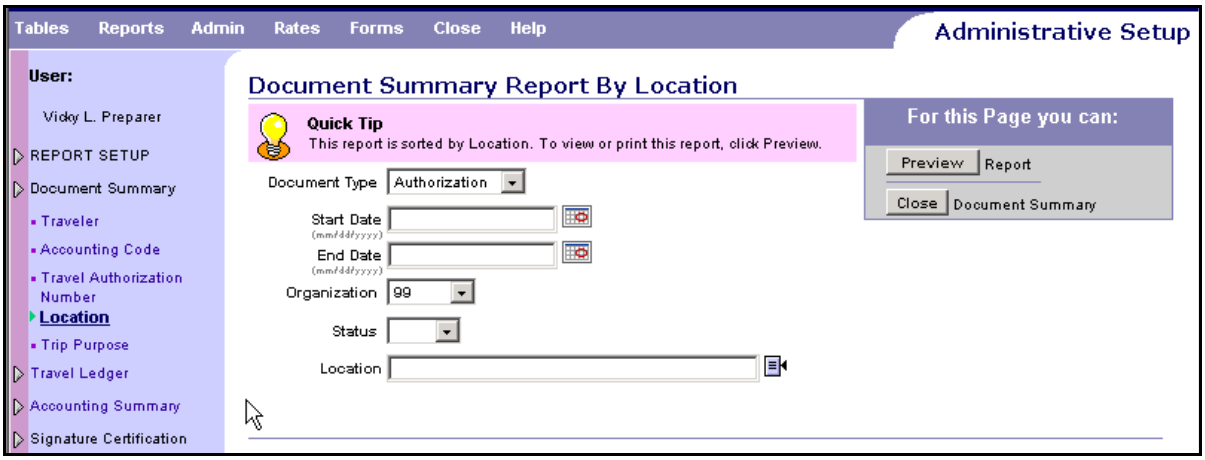
2. The **Report Setup** page is displayed.



3. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Report Setup** page is refreshed and displayed again with a list of five selections to view the Document Summary report.



4. Click the **Location** link on the Document Toolbar on the left side of the page.
5. The **Document Summary Report by Location** selection criteria screen will display.



6. The **Document Type** field defaults to **Authorization**. To print a report for vouchers, select **Voucher** from the pull down list.

7. Enter the **Start Date** and **End Date** range.

   a. **Start Date** indicates the earliest departure date.

   b. **End Date** indicates the last departure date to include on the report.

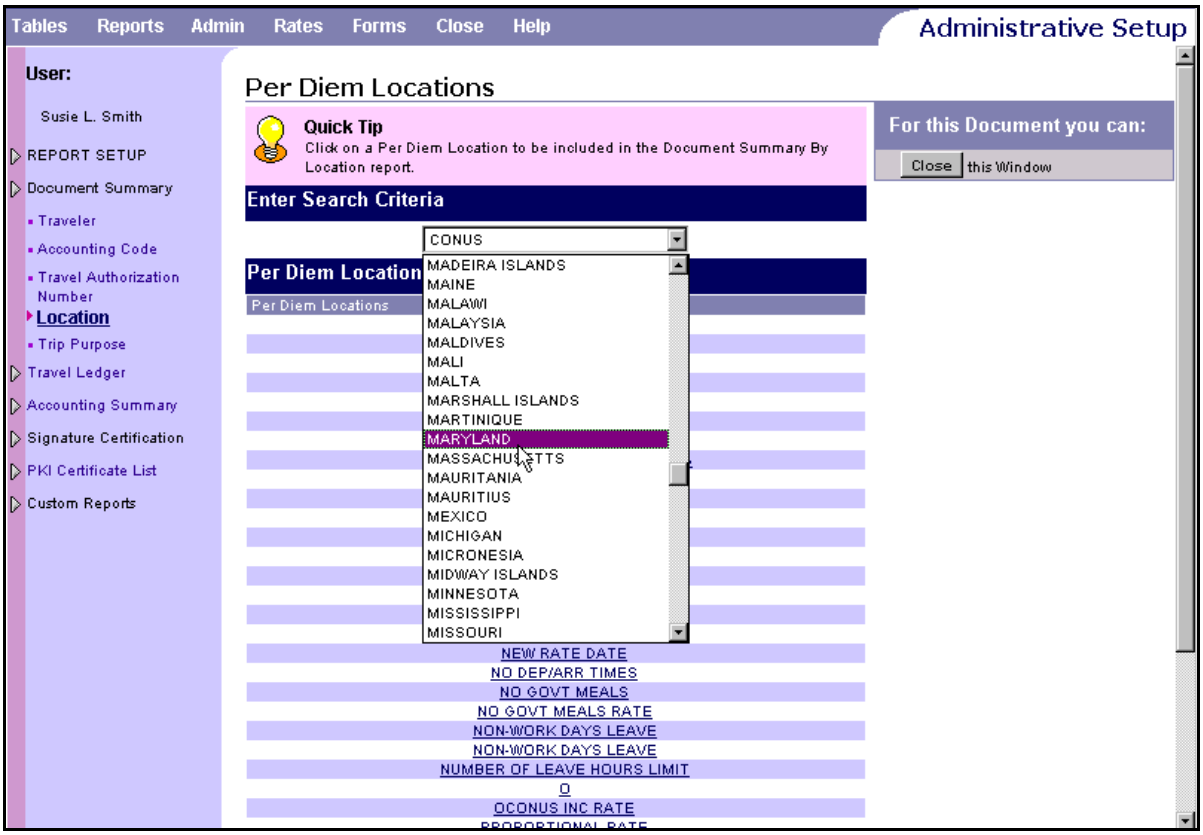
NOTE:

Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.

8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.

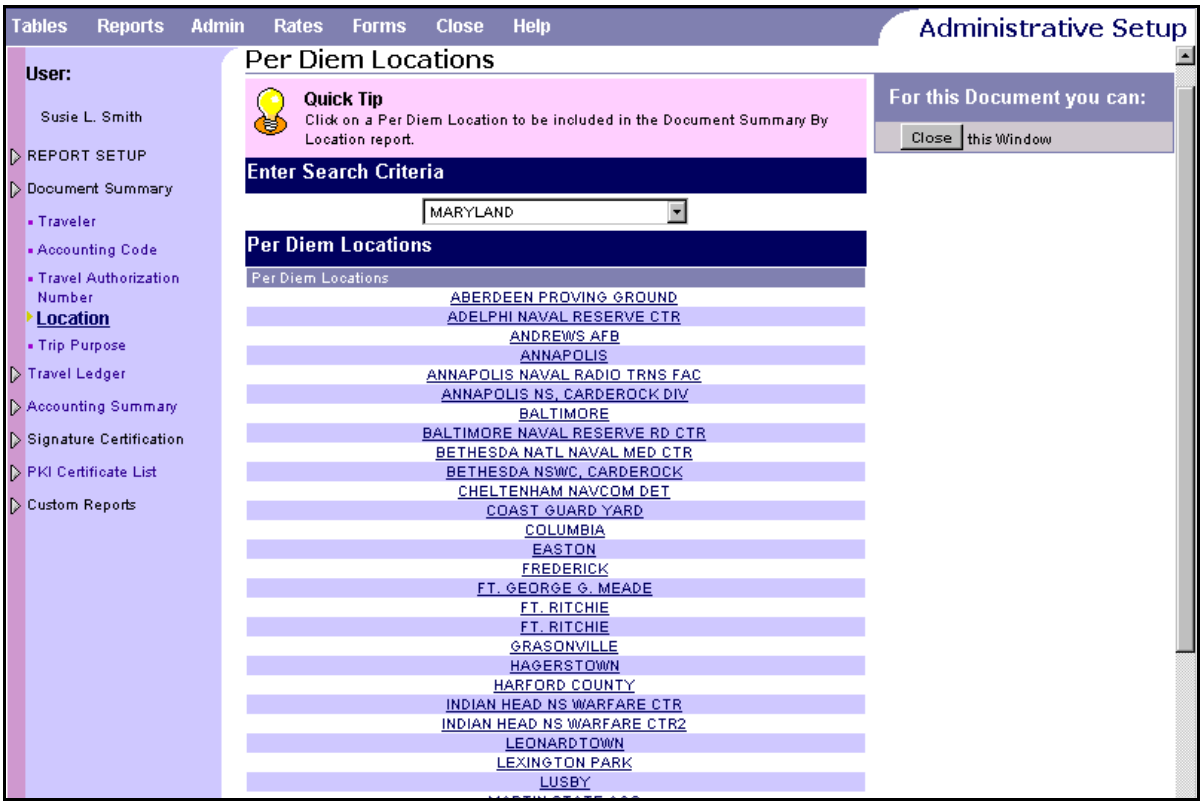
9. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included.

6. Enter the **Location** to be included in this report. Leaving this field blank implies no location restriction. Click the **Document** icon button to the right of the **Location** field to bring up the locations lookup list.

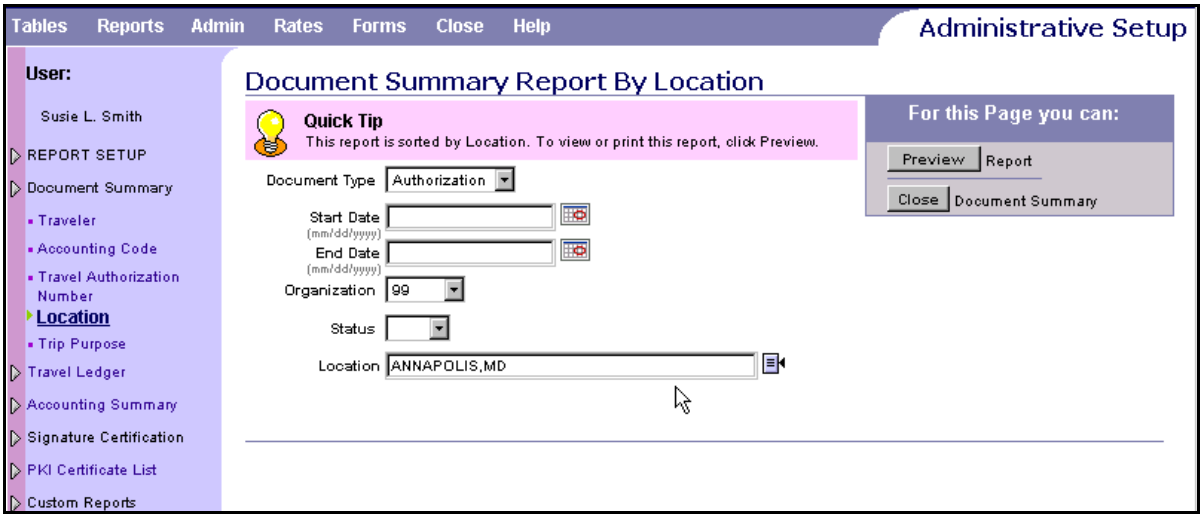


11. Select a country or state from the pull down list.

11. A list of per diem locations within that country or state is displayed.



13. To view Per Diem for a specific city click on the selected city in the list under the **Per Diem Locations** area of the page.



14. To view the report on the screen click the **Preview Report** button in the 'For this Page you can:' area in the top right.

15. The **Authorization Summary by Location** report will display in a new window.

16. Click the browser and/or reader **Print** button to print the report.

```
02/27/02          Authorization  Summary by Location            Page:    1

Status: (All)                        Location:  (All)
Organization: 99-XX                  From: 01/01/1980   To: 12/31/2049

                                                              Arrival
Name                        Document No        Trip           Date
--------------------------- ---------------  ------      --------


Location: ANNAPOLIS,MD

DOE, JANE                   99-XX05-13DC        1          05/15/2002
DOE, JOHN                   99-XX05-13DC        1          05/15/2002

-----------------------------------------------------------------
```

EXAMPLE OF A DOCUMENT SUMMARY BY LOCATION REPORT

17. Close the browser and/or reader window when finished viewing the report.

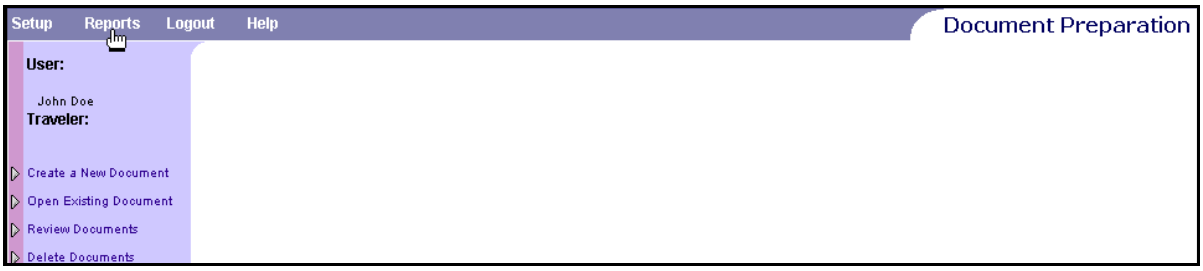
18. Click the Close **Document Summary** button in the 'For this Page you can:' area in the top right.

E. DOCUMENT SUMMARY BY TRIP PURPOSE

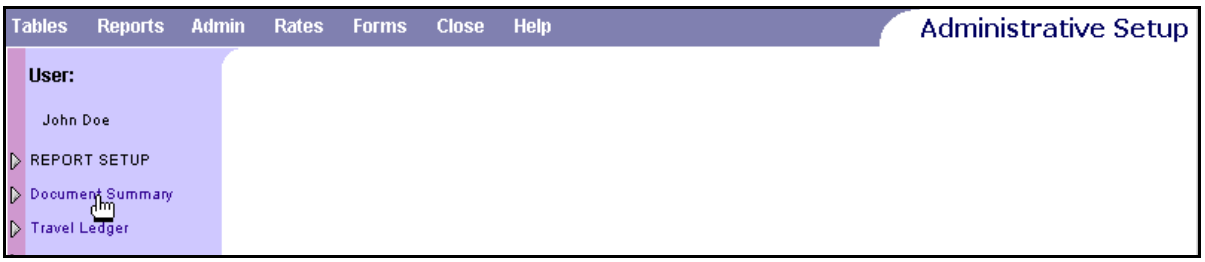
The Document Summary by Trip Purpose report may be selected for authorizations, vouchers or local vouchers. The report includes the Trip Purpose, Document Name, Total Expenses, Amount Claimed, Amount Applied, Net Amount, Total Costs for each Purpose, Organizational Totals, and Report Totals.

Title information includes the selection criteria: document status, traveler's organization, travel date range, and purpose.

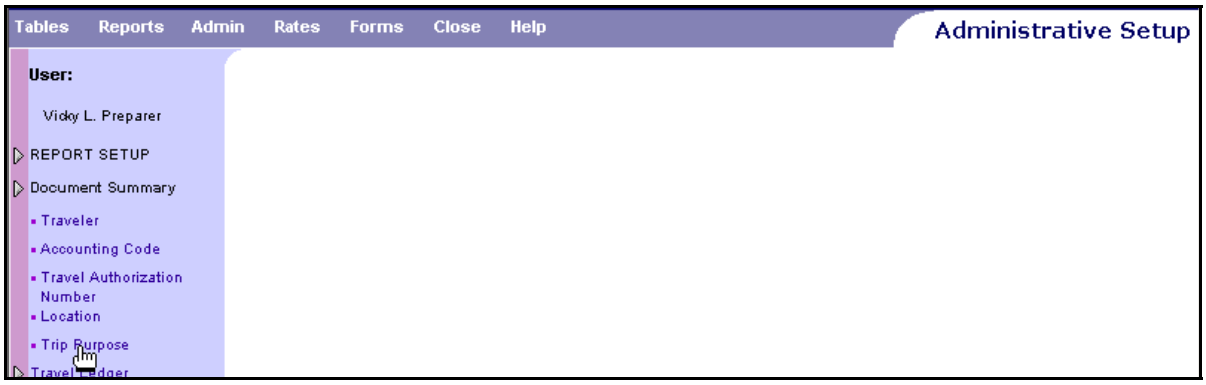
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page is displayed in a new browser window.

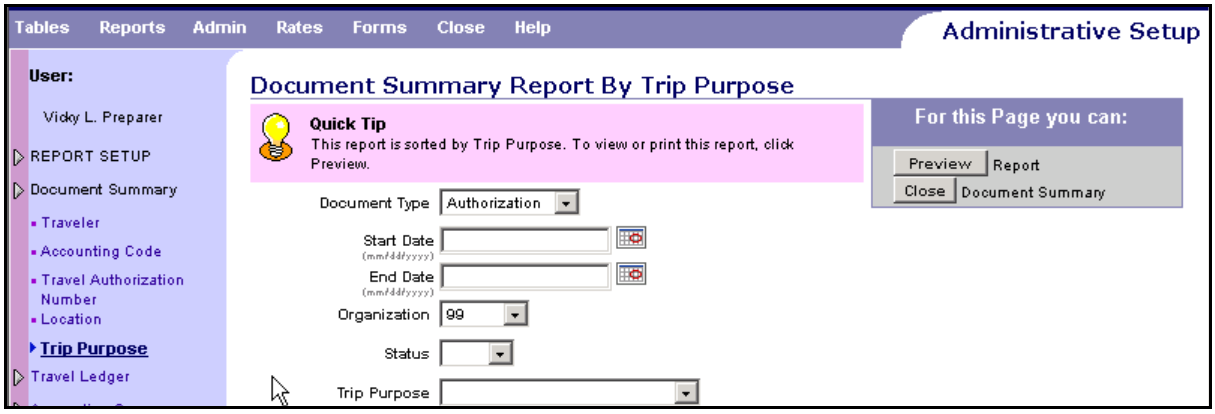


3. Click the **Document Summary** link on the Document Toolbar on the left side of the page. The **Report Setup** page is refreshed and displayed again with a list of five selections to view the Document Summary report.



4. Click the **Trip Purpose** link, on the Document Toolbar on the left side of the page, as the type of Document Summary report desired.

5. The **Document Summary Report by Trip Purpose** page is displayed.



6. The **Document Type** field defaults to **Authorization**.

7. Enter the **Start Date** and **End Date** range.

   a. **Start Date** indicates the earliest departure date.

   b. **End Date** indicates the last departure date to include on the report.

NOTE:

Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.

8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.

9. Leave the **Status** field blank. Leaving this field blank indicates that all status codes should be included.

10. Select the **Trip Purpose** from the **Trip Purpose** pull down menu. If this field is left blank, all trip purposes are included in the report.

11. To view the report click the **Preview Report** button in the 'For this Page you can:' area in the top right. For a printed copy of the report click on the browser and/or reader **Print** button.

02/27/02 Authorization Summary by Purpose Page: 1

Status: (All) Purpose: (All)
Organization: 99-XX From: 01/01/1980 To: 12/31/2049

Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount
Trip Purpose: PRESENTATION				
99-XX02-11TX	819.50	819.50	0.00	819.50
99-XX02-11TX	819.50	819.50	0.00	819.50
Total for : PRESENTATION	1,639.00	1,639.00	0.00	1,639.00
Trip Purpose: TRAINING				
99-XX01-15MA	1,138.00	1,138.00	0.00	1,138.00
99-XX01-15MA	1,138.00	1,138.00	0.00	1,138.00
99-XX05-13DC	1,190.00	1,190.00	0.00	1,190.00
99-XX05-13DC	1,190.00	1,190.00	0.00	1,190.00
Total for : PRESENTATION TRAINING	4,656.00	4,656.00	0.00	4,656.00
Organization Total --------	6,295.00	6,295.00	0.00	6,295.00
Report Total ----------	6,295.00	6,295.00	0.00	6,295.00

EXAMPLE OF A SUMMARY BY TRIP PURPOSE REPORT

12. Close the browser and/or reader window when finished viewing the report.

13. Click the Close **Document Summary** button in the 'For this Page you can:' area in the top right.

F. TRAVEL LEDGER

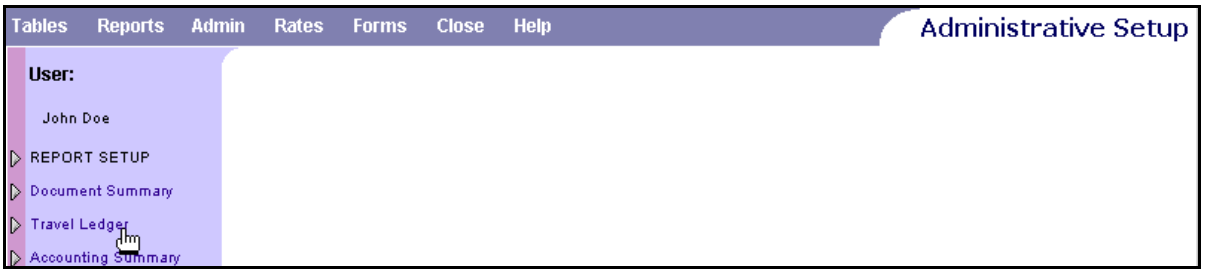
The Travel Ledger Report may be viewed by document type. Authorizations and Vouchers will be displayed on this report. Local vouchers will not be shown on this report.

The report includes the departure date, document type, document name, authorization number, document status, advance amount, advance applied, amount claimed, amount due to traveler, and amount due government.

Title information includes the selection criteria: traveler's name and Social Security Number, document status, and travel date range.

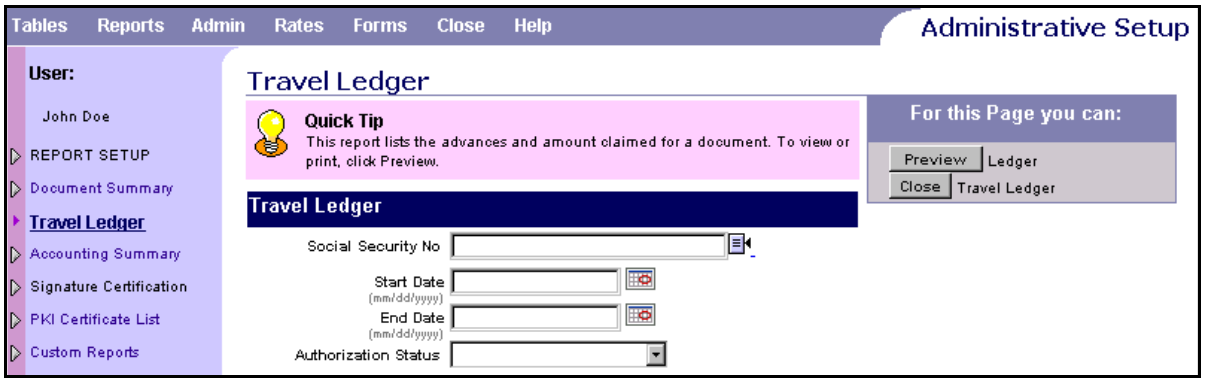
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.

2. The **Report Setup** page is displayed in a new browser window.



3. Click the **Travel Ledger** link on the Document Toolbar on the left side of the page.

4. The **Travel Ledger** page is displayed.



5. Enter the **Social Security Number** of the desired traveler or select the Social Security Number from a list by clicking on the **Document** icon to the right of the field. A Social Security Number must be entered for the Travel Ledger report.

6. Enter the **Start Date** and **End Date** range.

    a. **Start Date** is the earliest departure date to include on the report.

    b. **End Date** is the latest departure date to include on the report.

NOTE:

Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.

You must enter a full/partial value to preview a report.

7. Leave the **Authorization Status** blank. Leaving this field blank indicates that all status codes should be included on the report.

8. Click the Preview **Ledger** button in the 'For this Page you can:' area in the top right.

9. The **Travel Ledger** report is displayed in a new browser and/or reader window.

02/22/02 Travel Ledger

Traveler: Doe, John Q. SSN 122-33-0001

Authorization Status: (All) Travel Dates: 03/15/2002 to 07/30/2002

Date	Document Type	Document Name	Document Status	Advance Amt (Advance Applied)	Amount Claimed	Due Traveler (Due Gov't)
---------- Travel Authorization Num: 99-XX200017						
06/18/2002						
	Auth	99-XX06-18DC	APPROVED	0.00		
06/18/2002						
	Vchr	99-XX06-18DC	ADJUSTED	0.00	918.56	918.56
---------- Travel Authorization Num: 99-XX200022						
06/08/2002						
	Auth	99-XX06-08DC	RESET COMPLETE DOC	0.00		
06/08/2002						
	Auth	99-XX06-08DC-1	ADJUSTED	0.00		
06/08/2002						
	Vchr	99-XX06-08DC-2	SIGNED	0.00	843.56	843.56
06/08/2002						
	Vchr	99-XX06-08DC-1	MGT APPROVED	0.00	993.56	993.56
06/08/2002						
	Vchr	99-XX06-08DC	RANDOM AUDIT	0.00	918.56	918.56
---------- Travel Authorization Num: 99-XX200029						
03/26/2002						
	Vchr	99-XX06-18AL	SIGNED	-332.00	858.00	526.00
==========						
Report Totals:				-332.00	4,532.24	4,200.24

EXAMPLE OF A TRAVEL LEDGER REPORT

10. If the traveler's reimbursable expenses are less than the advance amount, the amount under the **(Due Gov't)** column would be enclosed in **[ ]** to indicate money due to the government.

11. Print using the browser and/or reader **Print** button.

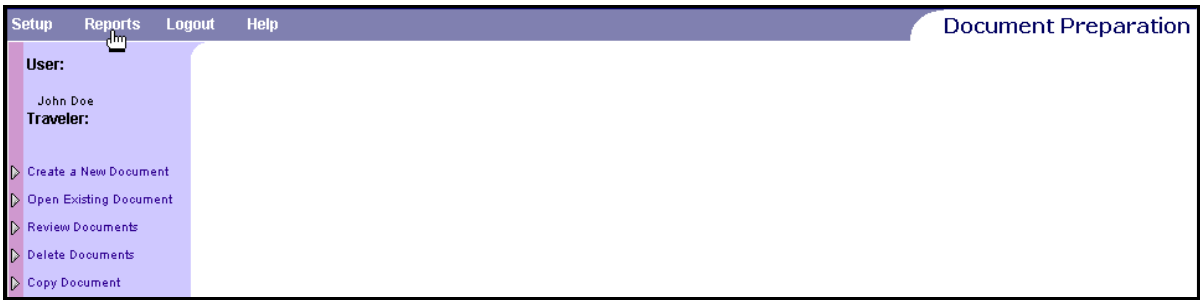
12. Close the browser and/or reader window to close the report when finished viewing.

13. Click the Close **Travel Ledger** button in the **For This Page you can:** area in the top right.

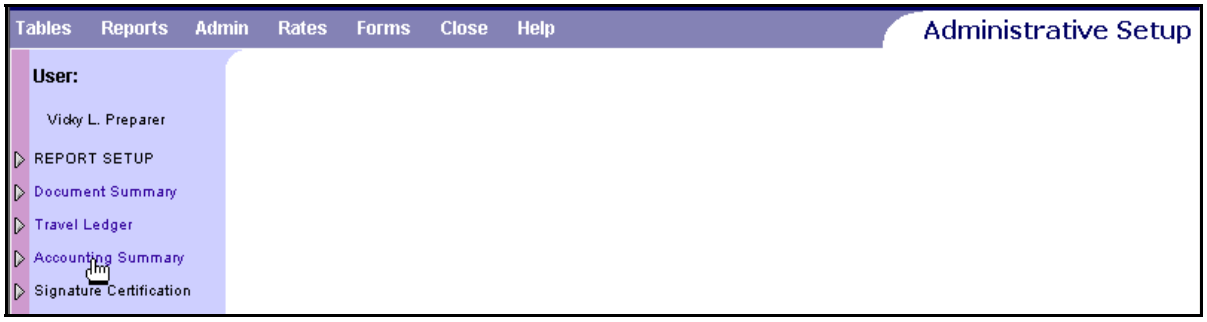
G. ACCOUNTING SUMMARY

The Accounting Summary Report may be selected for authorizations, vouchers, or local vouchers. The report includes the Organization, Status, Date range of information, Classification Codes, Totals by each code, Organizational Totals, and a Report Total. The detailed report adds a breakdown of expenses by type; Lodging, M&IE, etc., for each accounting code.

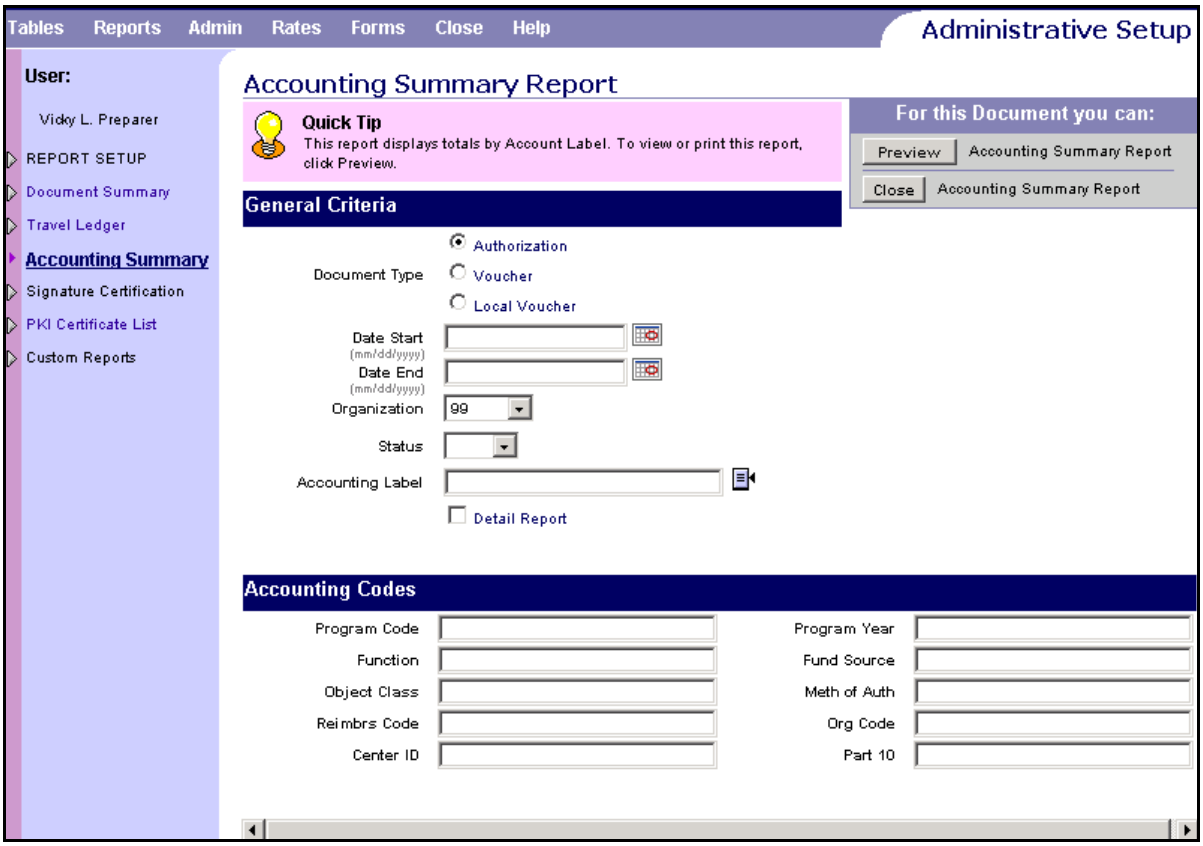
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page is displayed in a new browser window.



3. Click the **Accounting Summary** link on the Document Toolbar on the left side of the page. The **Accounting Summary Report** page is displayed.



4. The **Document Type** defaults to **Authorization**. **Voucher** or **Local Voucher** radio buttons at the top of the page may be selected.

5. Enter the **Start Date** and **End Date** range.

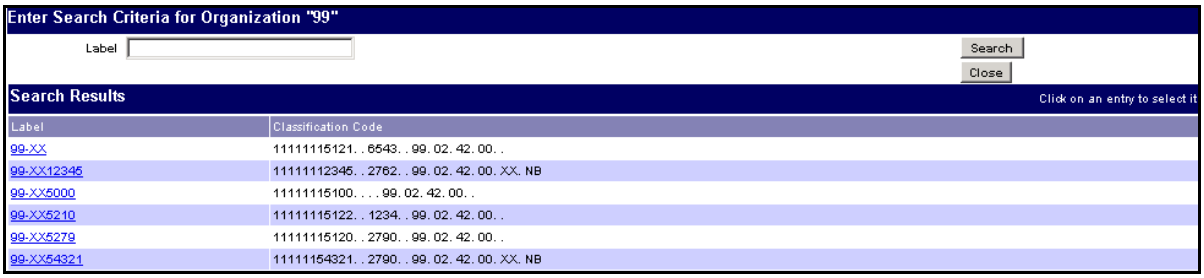
   a. **Start Date** is the earliest departure date to include on the report.

   b. **End Date** is the latest departure date to include on the report.

NOTE:
Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.

6. Leave the **STATUS** blank. Leaving this field blank indicates that all status codes should be included on the report.

7. If you wish to select a specific Accounting Label for the report, click the **Document** icon to the right of the Accounting Label field, in the General Criteria area in the top half of the page. A list of Accounting Labels is displayed.

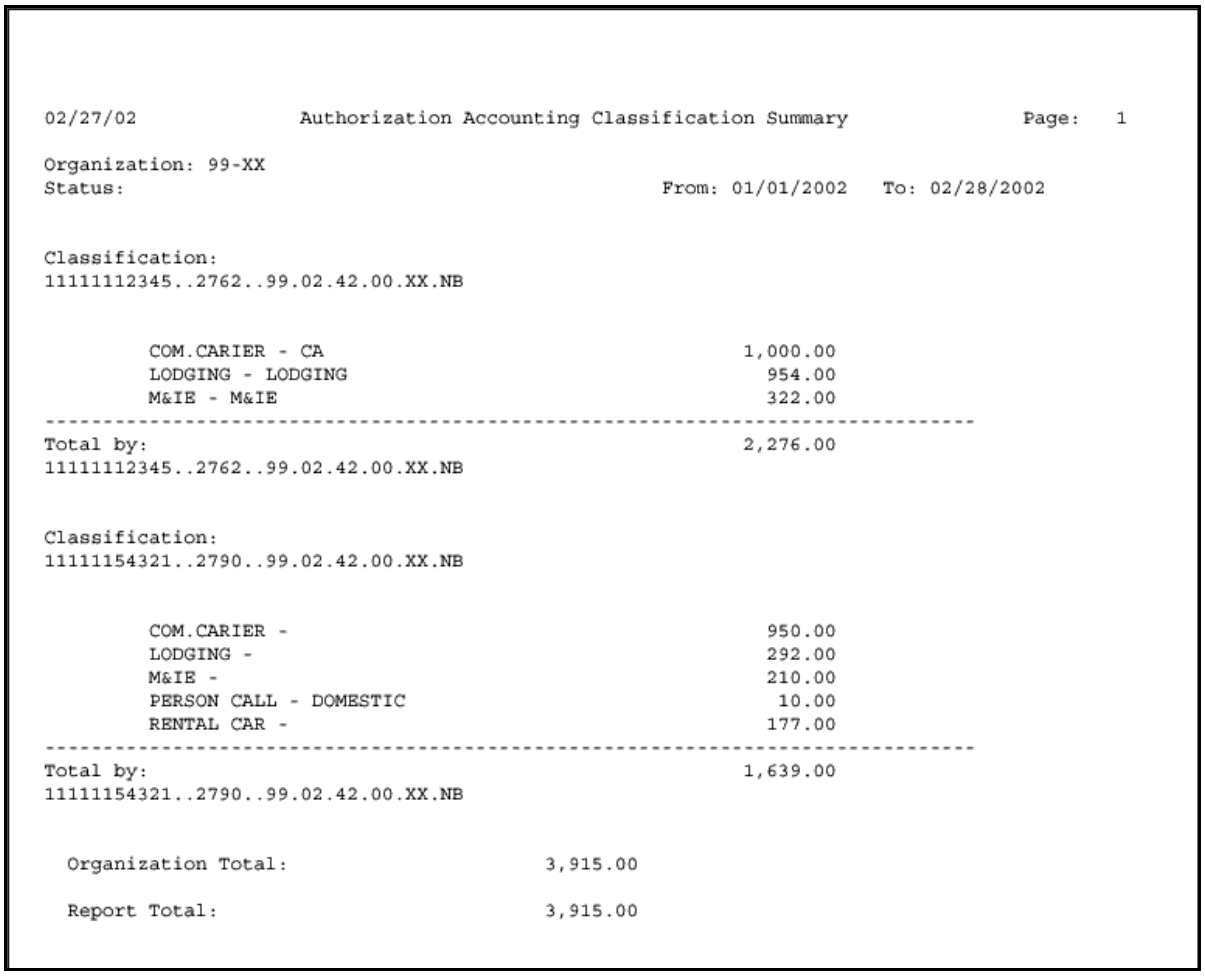


8. Click on a label to make a selection. The Accounting Summary Report is displayed.

9. Check the **Detail Report** check box in the center of the page to place a '√' in the box. Placing a '√'in the **Detail Report** check box will include a breakdown of expenses by type; **Lodging**, **M&IE**, etc.

10. Click the Preview **Accounting Summary Report** button in the **For this Document you can:** area in the top right.

11. The **Accounting Summary** report is displayed in a new browser and/or reader window.



02/27/02 Authorization Accounting Classification Summary Page: 1

Organization: 99-XX
Status: From: 01/01/2002 To: 02/28/2002

Classification:
11111112345..2762..99.02.42.00.XX.NB

COM.CARIER - CA	1,000.00
LODGING - LODGING	954.00
M&IE - M&IE	322.00
Total by: 11111112345..2762..99.02.42.00.XX.NB	2,276.00

Classification:
11111154321..2790..99.02.42.00.XX.NB

COM.CARIER -	950.00
LODGING -	292.00
M&IE -	210.00
PERSON CALL - DOMESTIC	10.00
RENTAL CAR -	177.00
Total by: 11111154321..2790..99.02.42.00.XX.NB	1,639.00

Organization Total: 3,915.00

Report Total: 3,915.00

EXAMPLE OF AN ACCOUNTING SUMMARY REPORT WITH DETAIL

12. Print using the browser and/or reader **Print** button.

13. Close the browser and/or reader window when finished viewing the report.

14. Click the Close **Accounting Summary Report** button in the **For this Document you can:** area in the top right.

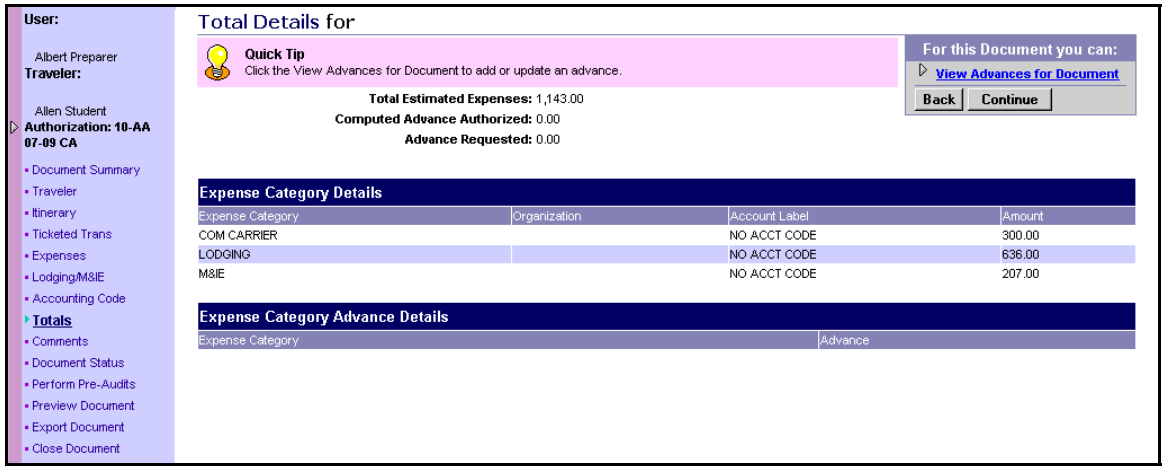
XII. APPENDIX

The following section is designed to help explain various terminologies associated with the Travel Manager travel system.

REQUESTING A TRAVEL ADVANCE

When requesting an advance from the **Totals** screen the RFO Travel Office will process it. This process **is not** for an ATM Advance.

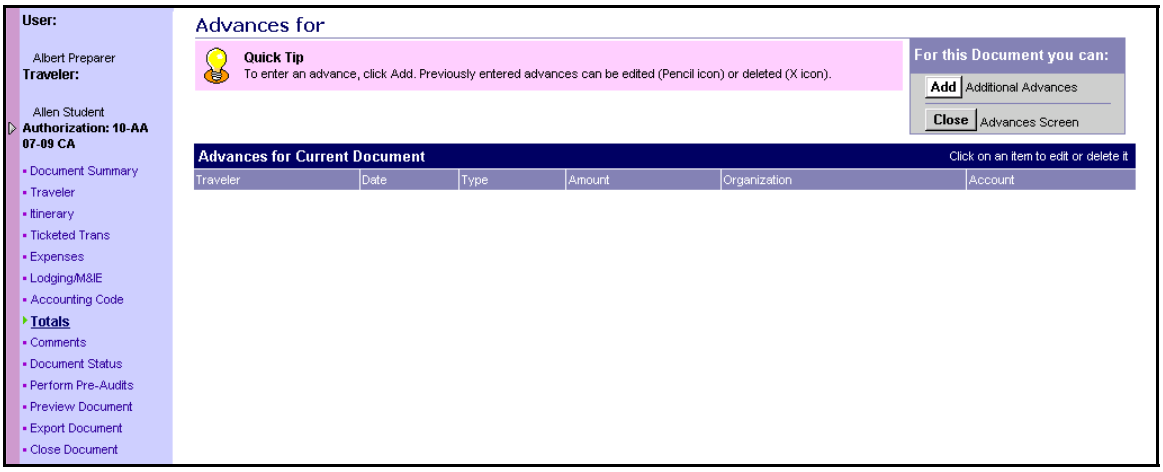
1. Click the **Totals** link Totals on the Document Toolbar. The Totals screen is displayed.



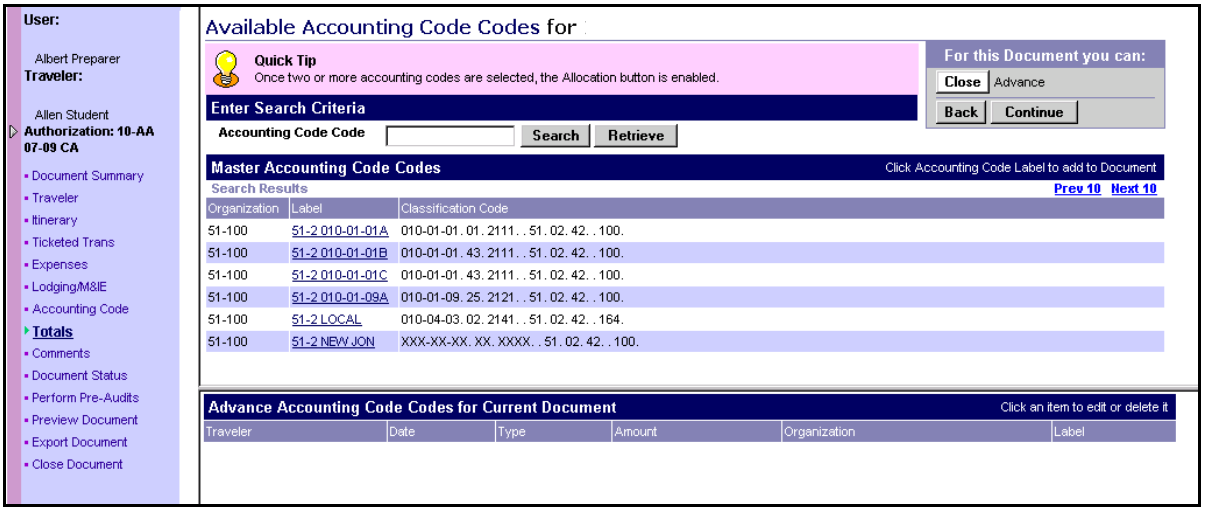
2. The totals window will show the Total Estimated Expenses. The Computed Advance Authorized, and the Advance Requested, which initially is set to 0.00.

3. Click the **View Advances for Document** link in the **For this Document you can:** box in the upper right hand corner of the window.

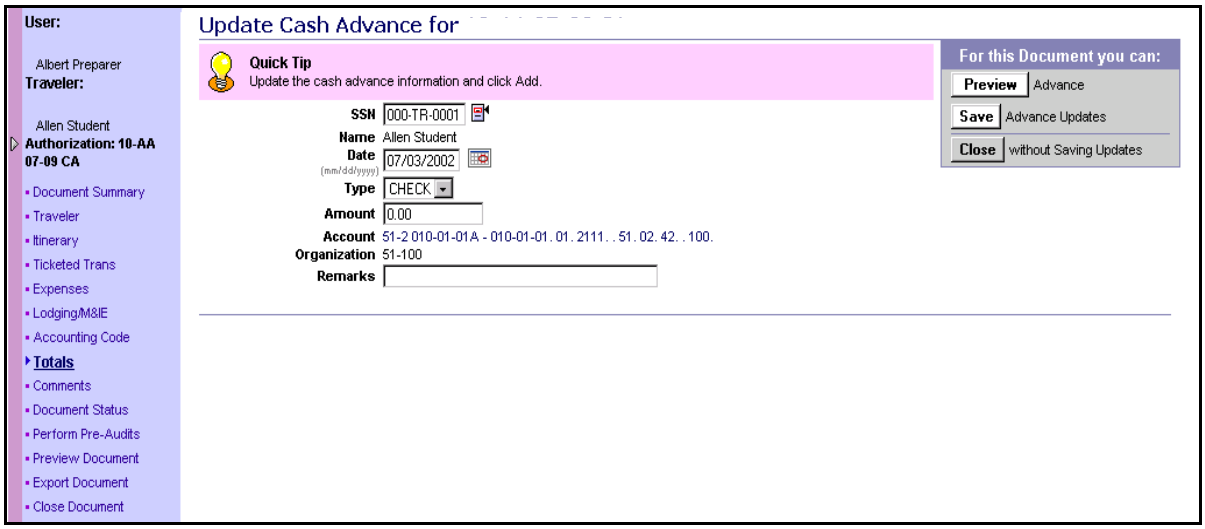
4. The Advance screen is displayed.



5. Next, click on the **Add Additional Advances** button [Add] located in the **For This Document You Can**: area.
6. Click on an accounting code label from the default list at the top half of the screen. The accounting code selected will appear at the bottom half of the screen under **Advance Accounting Codes for Current Document.**



7. Click on the **Update** icon the **Update Cash Advance** screen is displayed.



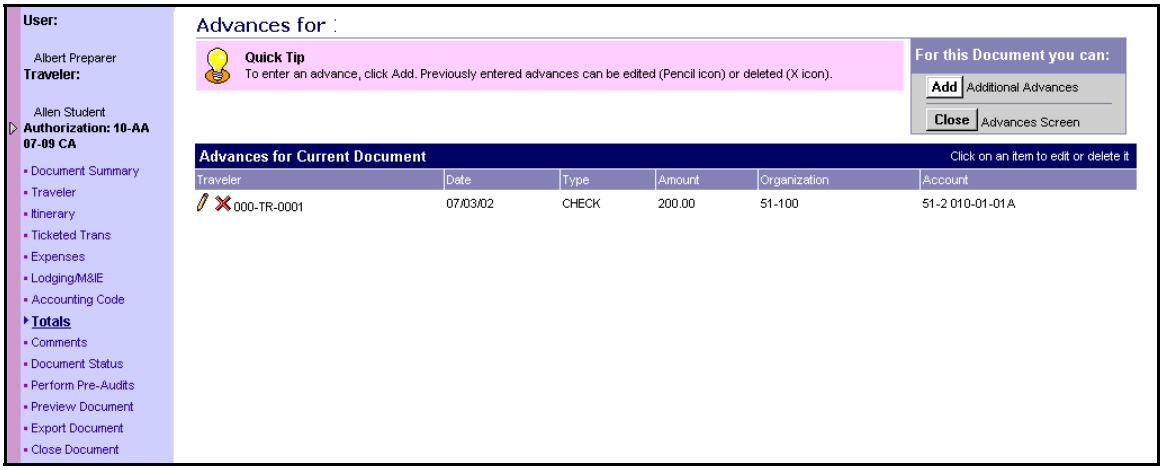
8. Click on the Type drop down arrow and select the payment type.

NOTE:

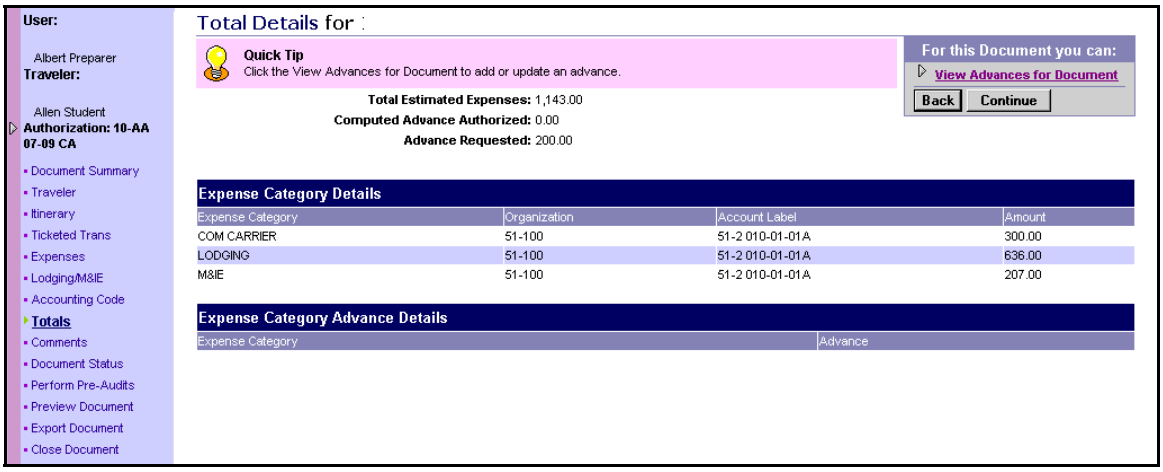
The RFO Travel Office will furnish most requested travel advances via electronic funds transfer (EFT).

9. Enter a dollar amount in the **Amount** field.

10. Click on the **Save Advance Update** button from **For This Document You Can** area. The **Advances** screen is displayed.



11. Click on the **Close Advances Screen** button. The Totals screen is displayed with the amount shown for Advance Requested.



12. Click on the **Document Summary** link. The Document Summary screen is displayed.

EXAMPLE OF A CHANGED TRAVELER'S ORGANIZATION

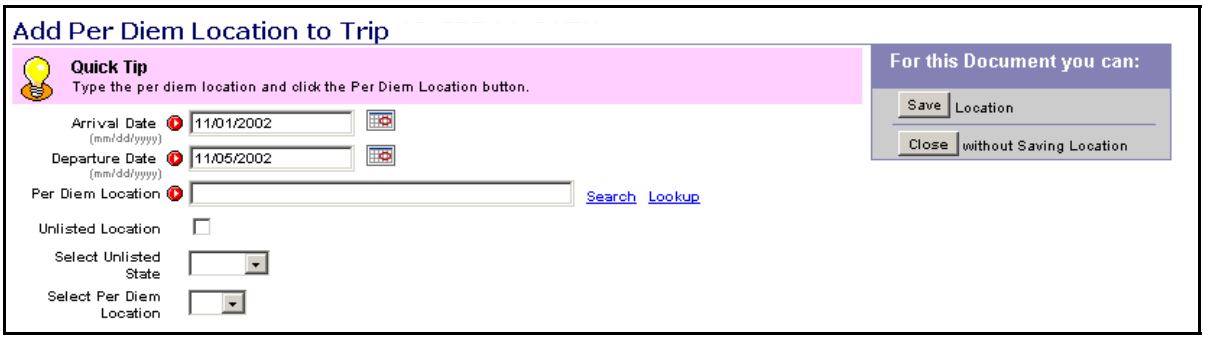
To change the Traveler's organization.

1. Select the desired value from the **Organization** pull down list.
2. Click the Set Org button to the right of the **Organization** field.
3. Do not change the **Printed Org** value.
4. Click **Save Profile Changes** to save changes for the current document only. Click **Save changes globally** to make changes permanent for all documents to be created.

EXAMPLE OF HOW TO ADD AN UNLISTED LOCATION TO PER DIEM

The following is an example of adding an unlisted location that is not on the per diem table. For this document, the unlisted location will not be added.

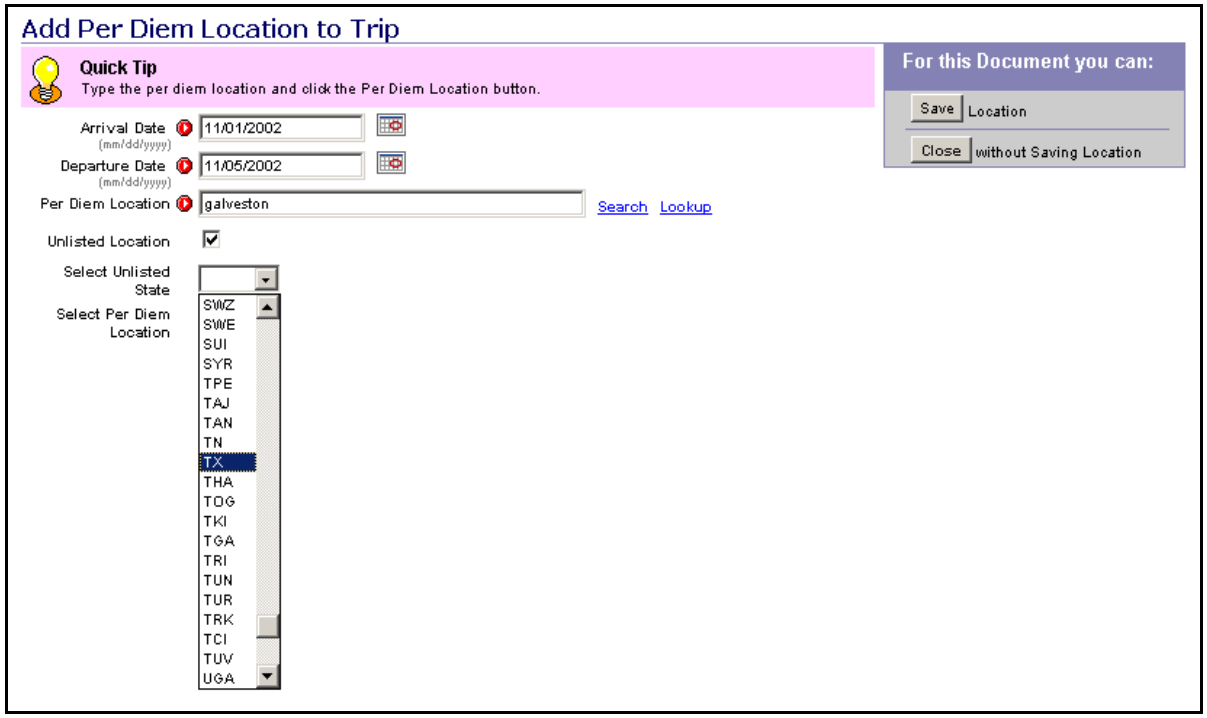
1. Click the Add Location button, in the **Per Diem Locations** area on the **Itinerary** page, to add another location. The **Add Per Diem Location to Trip** page is displayed.



2. Enter the name of the city, town, or country in the **Per Diem Location Field**.

3. Click the **Unlisted Location** checkbox to place a '√' in the box.

4. Click the **Select Unlisted State** pull down list to select and select the State.



5. Click the Save **Itinerary** button in the **For This Document You Can:** area in the top right.

6. The **Itinerary Information** page is refreshed and displayed.

NOTE:

If the location were saved, the default rate for **Lodging/M&IE** expenses for an unlisted location would be shown on the **Lodging/M&IE** page.

The current default values are $55.00 for **Lodging** and $30.00 for **M&IE**.

If you have a location that is frequently traveled to, you can contact the Help Desk at 358-0270 to have the location added to the per diem table.

TRAVEL MANAGER TERMINOLOGY

ACCOUNTING CODES

The Job Order, or accounting data, is loaded from the Financial System. Each accounting code is made up of ten parts identified below. The accounting labels are selected on travel documents to charge travel expenses to specific funds.

FIELD NUMBER	LABEL NAME	KNOWN AS
1	Program Code	COG
2	Function Code	
3	Object Class Code	Object Class Code
4	Reimbursable Code	
5	Center ID	10
6	Program Year	Program Year
7	Fund Source	Fund Source
8	Method of Authorization	
9	Sponsoring Organization	Funding Organization
10	Part 10 (optional, center defined)	

AUDITS

Travel Manager is equipped with its own Auditing capability. Every time a document is stamped in Travel Manager, the system will automatically Audit the document and the results are show to the user as Pre-Audit Results.

AUDIT TESTS

The following tests have been turned on to check all document types for the audit process names to determine if they exist in the document. If they exist, the test alerts the user when a "Fail" condition has been detected in the Pre Audit process. A "Fail" is an alert that should be checked when detected. A "Pass" means that the condition does not exist on the document. The Module field indicates which modules of Travel Manager that the test applies for. DP is the Doc Prep module where all of the documents are created and routed, known as a Pre Audit. EP is the Electronic Processing module where processing for the documents is completed. Documents that fail these types of Audits will not be processed until they are corrected.

AUTHORIZATIONS

AUDIT TEST PROCESS NAME	DEFINITION
Actuals Exist	Verifies if actuals exists for lodging and/or M&IE
Approved by Traveler1	Checks to see if the traveler stamped the document with Approved; if they have it will fail the audit
Approved by Traveler2	Checks to see if the traveler stamped the document with Mgt Approved; if they have it will fail the audit
Approved by Travelr3	Checks to see if the traveler stamped the document with Disburse; if they have it will fail the audit
Cash Advance Exist	Checks to see if a cash advance has been requested on the document
Comments	Indicated comments were entered on a document and they should be reviewed.
Conference Allowance	Checks the Lodging and M&IE section to see if Conference Allowance applies to a document.
Cost Less Com. Carr.	Sums all expense categories except those that begin with "COM" and compares them to the parameter dollar amount.
Daily Expense Threshold	Compares expenses on a document against the daily thresholds set in the corresponding table.
Expense Categories	Verifies that the total expense does not exceed the threshold value set in the Expense Category table. Also verifies that the expense category used is a valid entry.
Expense Categories Used	Check the document for the existence of the Expense Category of Com Carrier 3 indicating Government Aircraft as the mode of travel.
Expense Categories Used1	Check the document for the existence of the Expense Category of Dual Lodging.
Expense Categories Used2	Check the document for the existence of the Expense Category of Com Carrier 1 indicating NON CONTRACT AIR as the mode of travel.
Laundry/Dry Cleaning	Checks for the expense of Laundry/Dry cleaning on a document and verifies it was claimed on a trip greater the 4 days.
Leave Exists	Checks the document for the existence of annual or non-duty leave.
Military Personnel	Checks the document for the existence of the Other Authorization called Military Personnel (Military Personnel Traveler**)
Non Contract Airfare	Checks the document for the existence of the Other Authorization called Non Contract Airfare.
Other Authorizations	Verifies that the Other Authorization entered on a document is a valid entry from table
Other Expenses	Verifies that each expense enter does not exceed the single threshold set in the expense table. Also verifies the expense enter exists in the expense table.
Override	Check the document to see if overrides exist for M&IE.
Personal Info - Key	Verifies that the First, Last and middle names, Charge Card Setting, Work Hours, and Routing List entered on the document match the travelers profile in the Traveler table.
Travel Modes	Verifies the Travel Mode entered on a document is a valid mode and also check that it does not exceed the single threshold set in the Travel Mode table.
Trip Duration	Checks a document for number of days in travel and will fail this audit if it exceeds 30 days.
Trip Duration1	Checks a document for number of days in travel and will fail this audit if it exceeds 365 days.

AUDIT TEST PROCESS NAME	DEFINITION
Trip Types	Verifies the Trip Type entered on a document is a valid purpose for the Trip Type table.

VOUCHERS

AUDIT TEST PROCESS NAME	DEFINITION
Account Codes Authorized	Verifies that the voucher was submitted with the same account code as the authorization.
Actuals Exist	Verifies if actuals exists for lodging and M&IE
Actual Multiplier	If actual expenses were claimed on the voucher, this audit checks amount claimed did not exceed the 300% limit.
Applied Advance	Looks for voucher documents where total advance for this authorization has been applied to the voucher.
Approve by Traveler1	Checks to see if the traveler stamped the document with Approved; if they have it will fail the Audit
Approve by Traveler2	Checks to see if the traveler stamped the document with MGT Approved; if they have it will fail the Audit
Authorization Exists	Looks in the database for a matching authorization and fails if it does not find one.
Conference Allowance	Checks the Lodging and M&IE section to see if Conference Allowance applies to a document.
Cost Comparison	Compares that voucher total to the Authorization total and makes sure is does not exceed 25% over authorization totals.
Cost Less com.carrier	Sums all expense categories except those that begin with "COM" and compares them to the parameter dollar amount.
Daily Expense Threshold	Compares expenses on a document against the daily thresholds set in the corresponding table.
Default Payment Method Used	Checks to see if the default payment method for an expense has been changed.
Duplicate TA Number	Verifies there are no duplicate Travel Authorization numbers.
Expense Categories	Verifies that the total expense does not exceed the threshold value set in the Expense Category table. Also verifies that the expense category used is a valid entry.
Expense Categories Used	Check the document for the existence of the Expense Category of Com Carrier 3 indicating Government Aircraft as the mode of travel.
Expense Categories Used1	Check the document for the existence of the Expense Category of Dual Lodging.
Expense Categories Used2	Check the document for the existence of the Expense Category of Com Carrier 1 indicating NON CONTRACT AIR as the mode of travel.
Exp Cat % Variance	Ensures the voucher expense categories as compared to the matching authorization are not more then the percent variance set in the Expense categories table.
Laundry/Dry Cleaning	Checks for the expense of Laundry/Dry cleaning on a document and verifies it was claimed on a trip greater the 4 days.
Leave Authorized	Verifies the leave taken in the voucher was also on the matching authorization.
Leave Exists	Checks the document for the existence of annual or non-duty leave.
Military Personnel	Checks the document for the existence of the Other Authorizations
Other Expenses	Verifies that each expense enter does not exceed the single threshold set in the expense table. Also verifies the expense enter exists in the expense table.
Override	Check the document to see if overrides exist for M&IE.
Per Diem Loc Auth	Checks corresponding authorization for per diem locations.

AUDIT TEST PROCESS NAME	DEFINITION
Per Diem Rates	Verifies that the Per Diem rate used for the document is the most current rate for that location
Personal Info - Key	Verifies that the First, Last and middle names, Charge Card Setting, Work Hours, and Routing List entered on the document match the travelers profile in the Traveler table.
Payment Method Authorized	Checks to see if the payment method for an expense has been changed from what was authorized.
Travel Dates Overlap	Checks all the travel documents for a given traveler to see if more then one voucher had been submitted for the same period of time.
Travel Dates & Location	Determines whether the traveler went to locations that were not authorized on the matching authorization
Travel Modes Authorized	Verifies the Travel Modes on the voucher are the same that were used on the Authorization.
Travel Modes	Verifies the Travel Mode entered on a document is a valid mode and also check that it does not exceed the single threshold set in the Travel Mode table.
Trip Duration	Checks a document for number of days in travel and will fail this audit if it exceeds 30 days.
Trip Duration1	Checks a document for number of days in travel and will fail this audit if it exceeds 365 days.
Trip Purpose	Verifies the Trip Purpose entered on a document is a valid purpose for the Trip Purpose table.
Trip Types	Verifies the Trip Type entered on a document is a valid purpose for the Trip Type table.

AUDIT TEST PROCESS NAME	DEFINITION	MODULE
Approve by Traveler1	Checks to see if the traveler stamped the document with Approved; if they have it will fail the audit	EP
Approve by Traveler2	Checks to see if the traveler stamped the document with Mgt Approved; if they have it will fail the audit	DP
Approved by Traveler3	Checks to see if the traveler stamped the document with Disburse; if they have it will fail the audit	DP
Expense Categories	Verifies that the total expense does not exceed the threshold value set in the Expense Category table. Also verifies that the expense category used is a valid entry.	DP
Personal Info – Key	Verifies that the First, Last and middle names, Charge Card Setting, Work Hours, and Routing List entered on the document match the travelers profile in the Traveler table.	DP
Travel Expenses	Verifies the expense enter on the local voucher does not exceed the threshold set in the expense table.	DP

DOCUMENT NAMING

Naming convention assigned to a document when the Preparer creates document. In each document name, the center ID and Organization is identified.

The naming convention follows: Center ID, - (hyphen), Organization Code, MM-DD of departure date, State or Country destination. (*Example*- 10-CFA09-05CA)

DOCUMENT NUMBER

Travel Manager automatically assigns the document number or Authorization number. The number assigned will consist of: Center ID, - (hyphen), Organization Code, One digit for fiscal year, then a sequential number for number of documents for that Organization. (*Example*- 51-156:100001)

STATUS CODES

Status codes or Stamps are designed to indicate what type of person assigned the document, base on user type (approver, reviewer, preparer, etc) and/or condition (Foreign, First class, etc).

STATUS CODE	FUNCTION
APPROVED	Used by the Official Approver (final approver) on a document
A TRAVEL AGENT	Used by CI Travel to state they have reviewed and confirmed the ticket items on the travel order. An email is sent to the traveler after they stamp the document with this stamp.
CANCELLED	This stamp is used to cancel a trip and terminating routing and the processing of the document.
CREATED	This stamp indicates who created the documents. This stamp is placed on the document by the software for document history purposes.
DATA LINK	This stamp indicates the document was been processed out of travel Manager and now is a locked complete document. This stamp is placed on the document by the software for document history purposes.
MGT APPROVED	This stamp is used by Organizational Managers when they approve a document at the Organization level.
NASA CTO REVIEWED	Foreign travel document in review process at the Central Travel Office (CTO) at JSC.
NASA CTO DISBURSED	Foreign travel document in payment process at the Central Travel Office (CTO) at JSC.
PENDING	This stamp is placed on the document by the software

STATUS CODE	FUNCTION
	when a document during processing when an Audit is failed. Pending documents will need to be reset by the travel office before they can be corrected.
PROCESSED	Used by the travel office technician when reviewing a travel voucher or local claim document.
RETURNED	This stamp is used when a document needs to be returned to the person that prepared it so it can be modified.
REVIEWED	Used by individuals that must review a document before approval.
RESET COMPLETE DOC	This stamp is placed on a document by the software when using the reset document function in Doc Prep Admin.
SIGNED	The Preparer uses this stamp when a document is created and signed to begin routing.

PERMISSION LEVELS

USER TYPES	PERMISSION LEVEL	PERMISSION ACCESS LEVELS	ORG ACCESS	GROUP ACCESS	FUNCTIONS
Traveler	0	0	Center ID + Org	None	Create documents for self, sign
Preparers / Secretaries	1	0,1	Center ID	Center ID or Defined Group	Create documents for all travelers within group access, add/modify traveler data, add/modify/copy routing,
Reviewers	2	0,2,3	Center ID + Org	None	Reviews specific areas within the document – conditional router, can delegate authority
Mgt Reviewers	3	0,2,3	Center ID + Org	None	Reviews the travel orders and approves the travel
Approvers / Mgt Approvers	3	0,2,3	Center ID + Org	None	Authorizes travel and approves all funding requested for travel
Budget Analyst	4	0,2,4	Center ID + Org	Center ID	Not used at LaRC at this time
Finance Office / Travel Office	6	0-7	Center ID	Center ID	Reviews entire travel package to ensure travel is within guidelines and processes necessary funding Permission access level 4 needed if using Budget module
CI Travel	7	0,3,7	Center ID	Center ID	Review authorization document and stamp when travel package is ready for pickup.
Center Administrator	8	0-4,6,8	Center ID	Center ID	All functions with TM except tables maintained by Agency, reset and delete Complete & Locked documents
Agency Administrator	9	0-9	All	All	Maintains all functions within TM

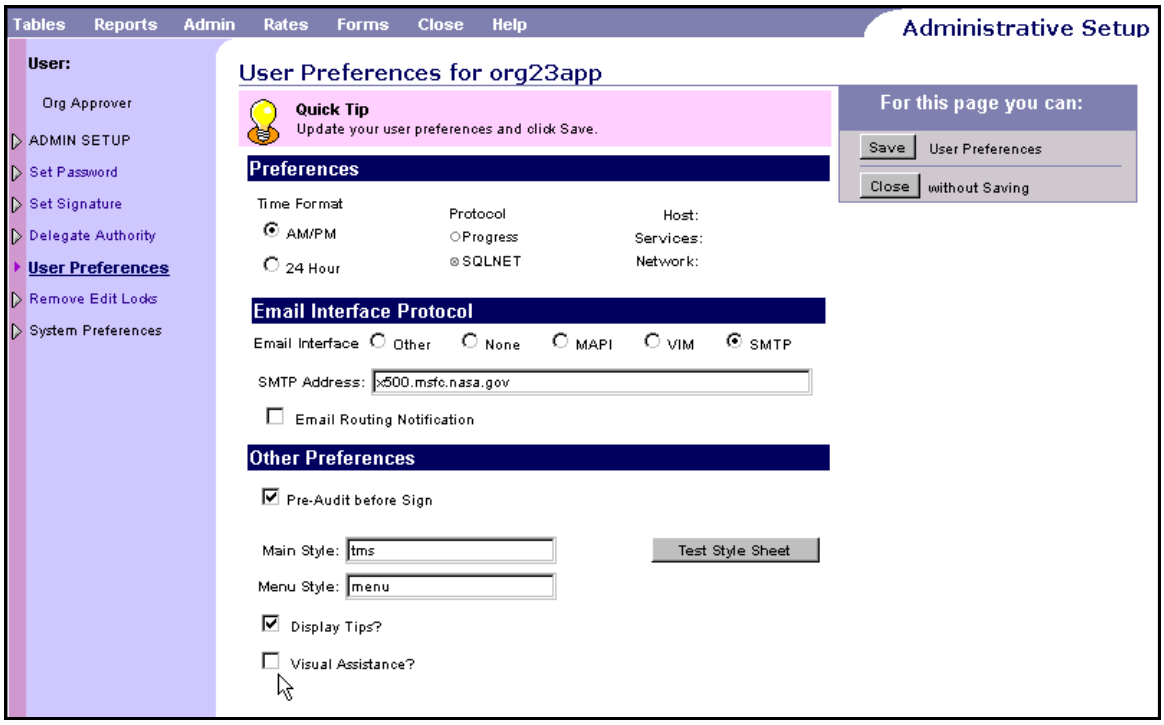
USER PREFERENCES AND BROWSER SETUP

A. USER PREFERENCES

1. Click **Setup**, on the **Tab Menu Toolbar** at the top, after logging into Travel Manager. Travel Manager will open a new window, called **Setup**, on top of the existing window.

2. Click the **Admin** link on the **Tab Menu Toolbar** of the new window.

3. Click the **User Preferences** link on the **Document Toolbar** on the left side of the page. The **User Preferences** page is displayed.



4. To improve response time if visual assistance is not required, verify that the check box for **Visual Assistance,** located in the **Other Preferences** area, is blank. Checking the **Visual Assistance** box will invoke a visual assistance tool, if one is installed.

5. **Do not change any other settings**.

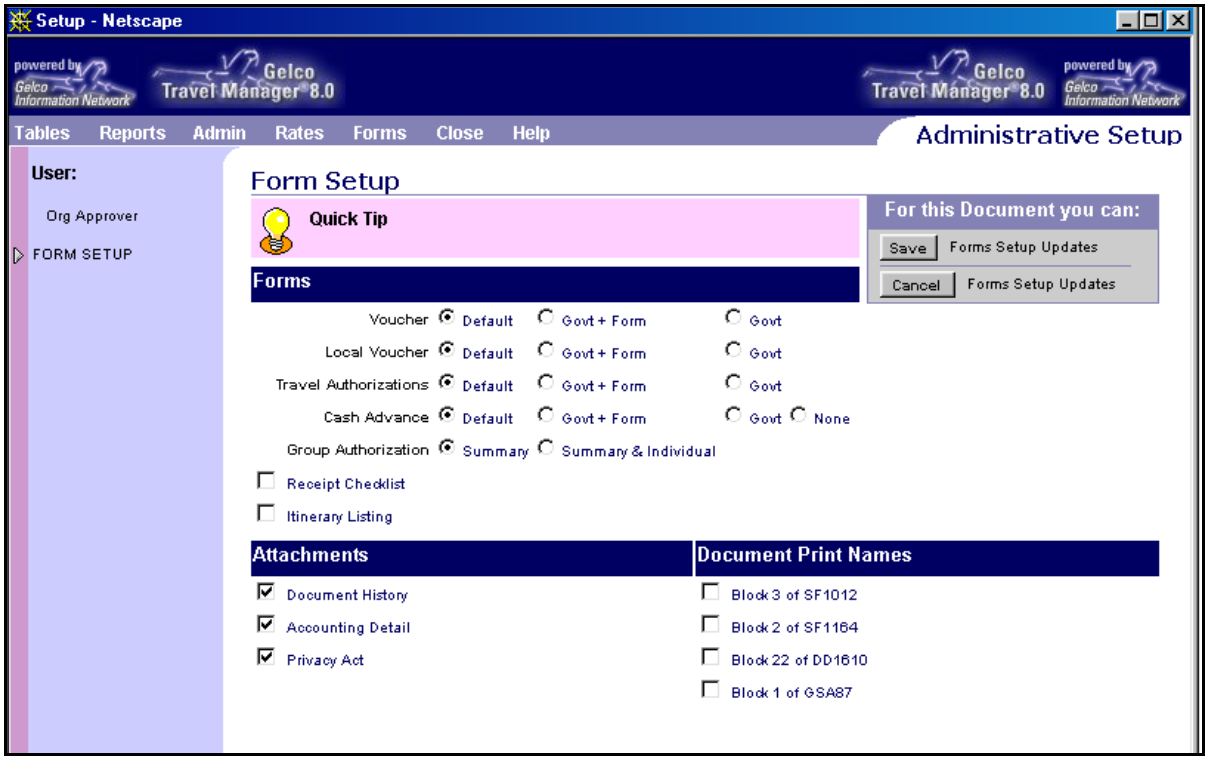
6. Click the

User Preferences button in the 'For this page you can:' area in the top right.

B. FORM SETUP

1. If the Setup window is not open, click **Setup**, on the **Tab Menu Toolbar** at the top, after logging into Travel Manager. Travel Manager will start a new window on top of the existing window, called **Setup**.

2. Click the **Forms** link on the **Tab Menu Toolbar** at the top. The **Form Setup** page is displayed.



3. Verify that the **Forms Default** radio buttons in the **Forms** area are filled in for '**Default'** and the three attachments in the **Attachments** area are checked: **Document History**, **Accounting Detail**, and **Privacy Act**. When these check boxes are checked, this information is printed on the travel documents for the user.

4. Click the Save **Forms Setup Updates** button, in the **For This Document You Can**' area in the top right, if changes were made. This saves any changes and closes the window, or close the **Setup** window by clicking **Close** on the Tab Menu Toolbar.

C. Internet Explorer 6.x Browser Settings

For best viewing results, follow these instructions to set format and print preferences.

BROWSER PARAMETERS

Each user must set the following browser parameters:

From the **Tools** menu, select **Internet Options**.

1. In the **Temporary Internet Files** area, click **Settings**.
2. Under **Check for newer versions of stored pages**, choose **Every visit to the page**.
3. Set the **Amount of disk space to use** slide bar to the lowest setting possible (usually **1%** of your hard drive).
4. Click the

button.

Note: It is recommended that you check these settings each time you open Internet Explorer.

COLOR

1. From the **Tools** menu, select **Internet Options.**

2. Click the **Colors. . .** button at the bottom left corner**.**

   To change the Font colors, click in the **Use Windows colors** check box to deselect it.

Text color:	black
Background color:	white
Visited Link color:	red
Unvisited Link color:	navy blue
"**Use hover color**" check box:	not selected

3. If you prefer to use Windows colors, click the **Use Windows colors** check box.

4. Click the

button in the **Colors** window.

5. Click the

button in the **Internet Options** window.

REMOVE EDIT LOCKS

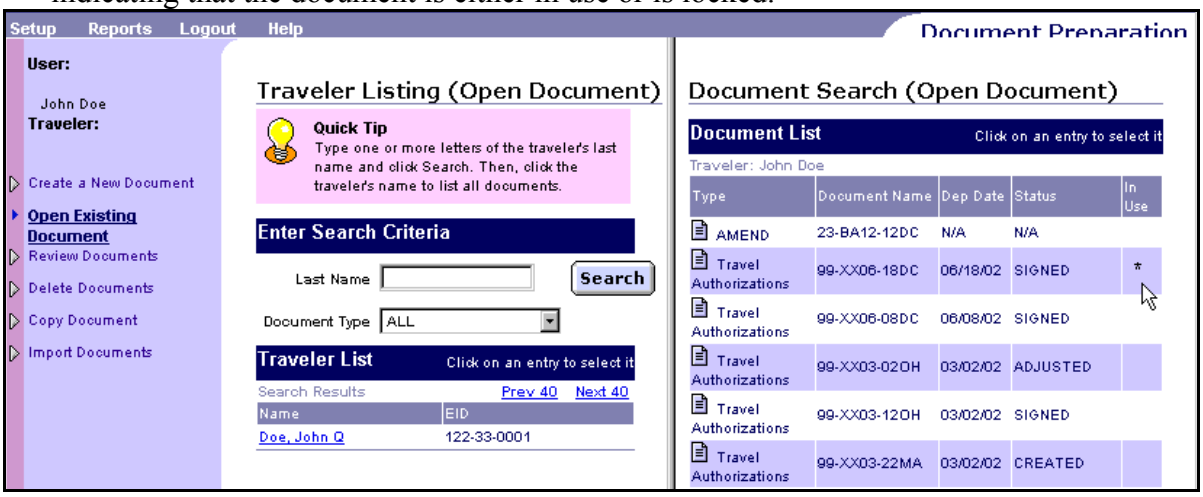
This section addresses the steps to remove edit locks from a document.

A. Discover Edit Locks Has Occurred

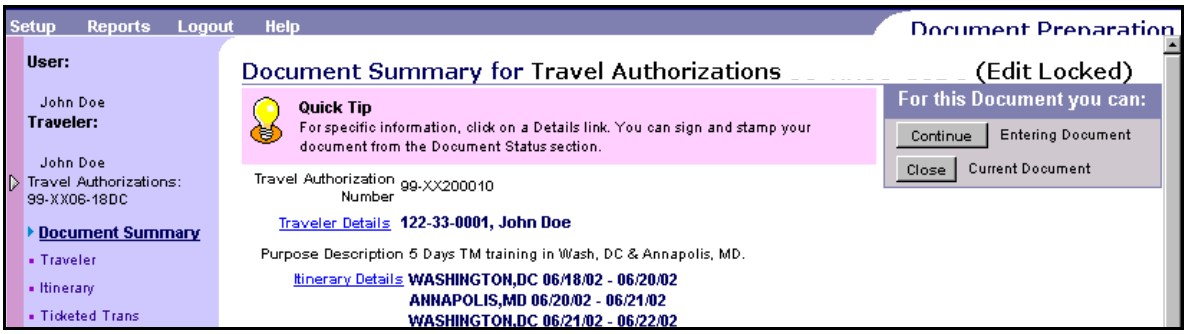
> **NOTE:**
>
> A user will normally discover a document has been locked when trying to either open an existing document or review documents in the work queue.

1. On the **Document Preparation** page, click on the **Open Existing Document** link on the **Document Toolbar** on the left side of the page.

2. One of the documents in the list to be reviewed has an asterisk in the **In Use** column, indicating that the document is either in use or is locked.



3. Click the **Open Document** icon in the **Document Search (Open Document)** area on the right side of the page to open the document.
4. The **Document Summary** indicates the document is **Edit Locked**. This means the document can be viewed only.



5. Click the Close **Current Document** button in the **For This Document You Can:** area in the top right.

B. REMOVE EDIT LOCKS

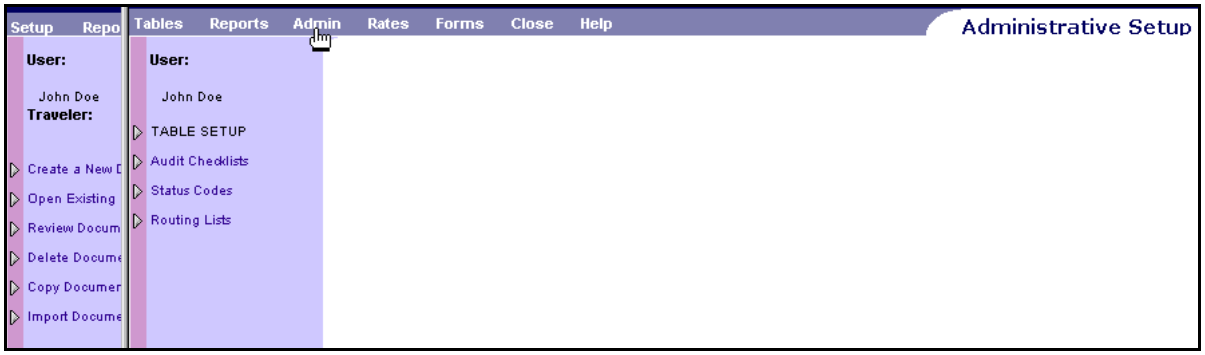
If a document has been **Edit Locked**, only the System Administrator or the person who caused the Edit Lock to occur can remove the lock. **Edit Lock** occurs when a document with unsaved changes is closed by any means other than by using the Close **Current Document** button, in the **For This Document You Can:** area in the top right, or the Close Document link on the **Document Toolbar** on the left side of the page.

NOTE:

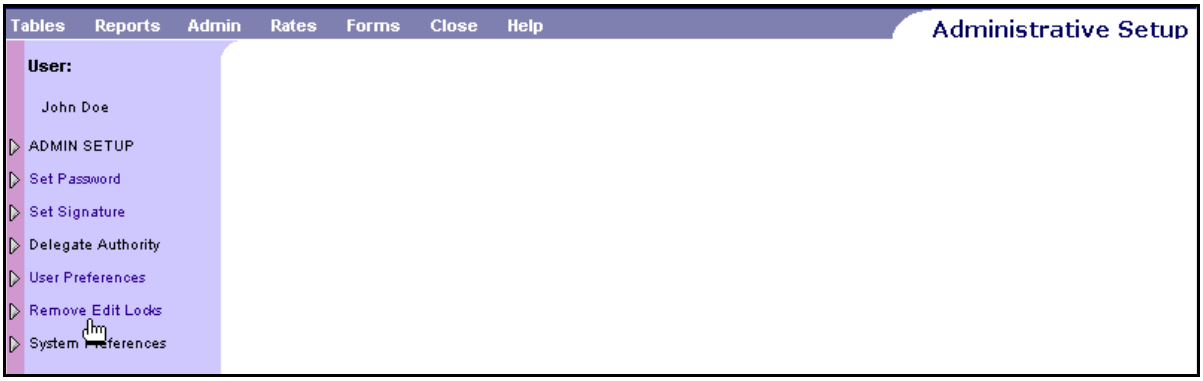
It is good practice to always use the Close ***Current Document*** *button and then either open another document or click Logout on the Tab Menu Toolbar at the top of the page.*

1. To remove an Edit Lock, click on the **Setup** link on the Tab Menu Toolbar at the top of the page.

2. The browser will launch a new window over the original window.

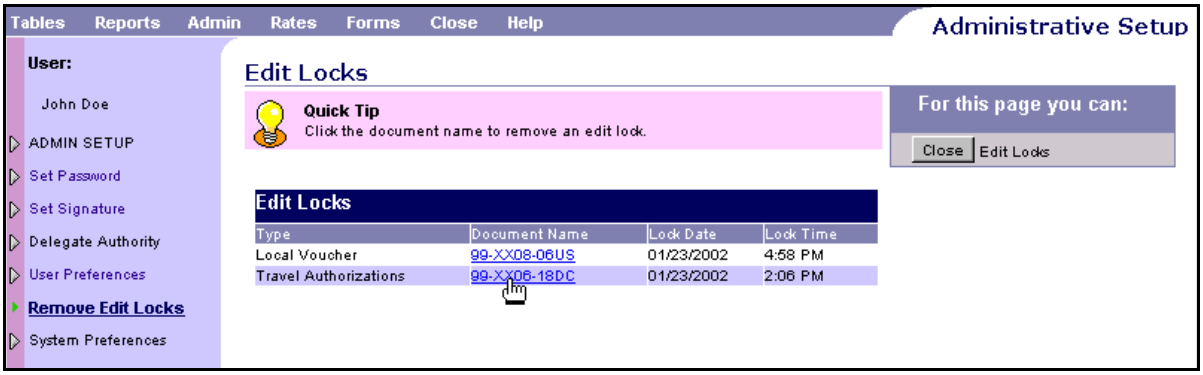


3. Click the **Admin** link on the Tab Menu Toolbar at the top of the page. The **Admin Setup** page is displayed.

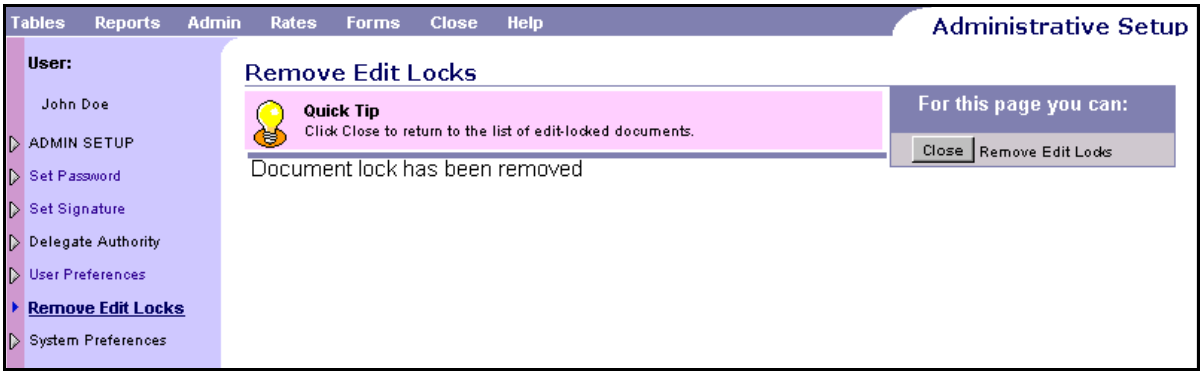


4. Click on the **Remove Edit Locks** link, on the **Document Toolbar** on the left side of the page, to display the **Edit Locks** window.

5. Click the document name in the **Edit Locks** list.



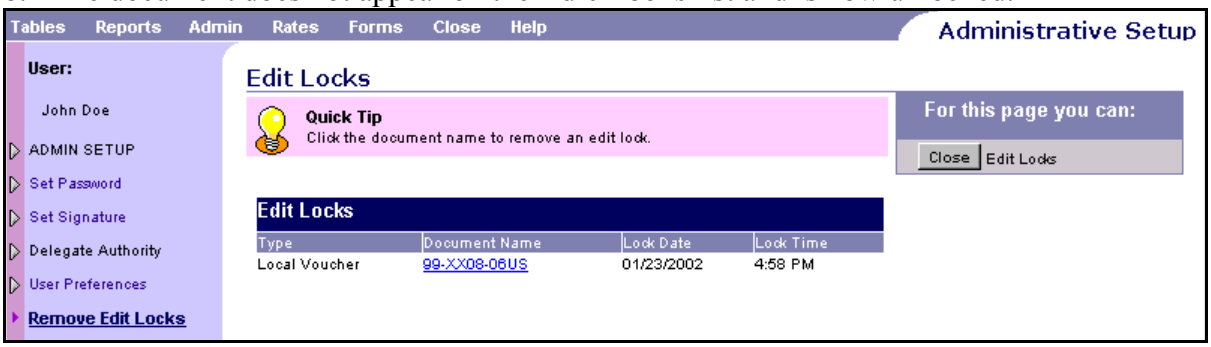
6. The **Remove Edit Locks** page indicates the document lock has been removed.



7. Click the

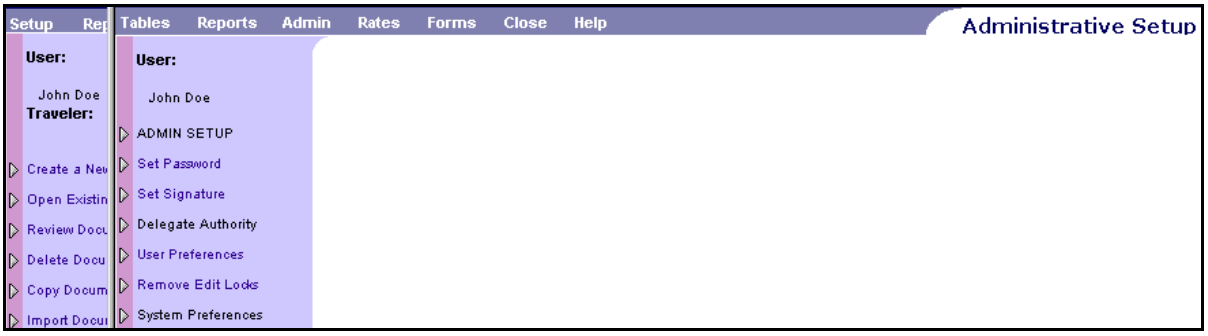
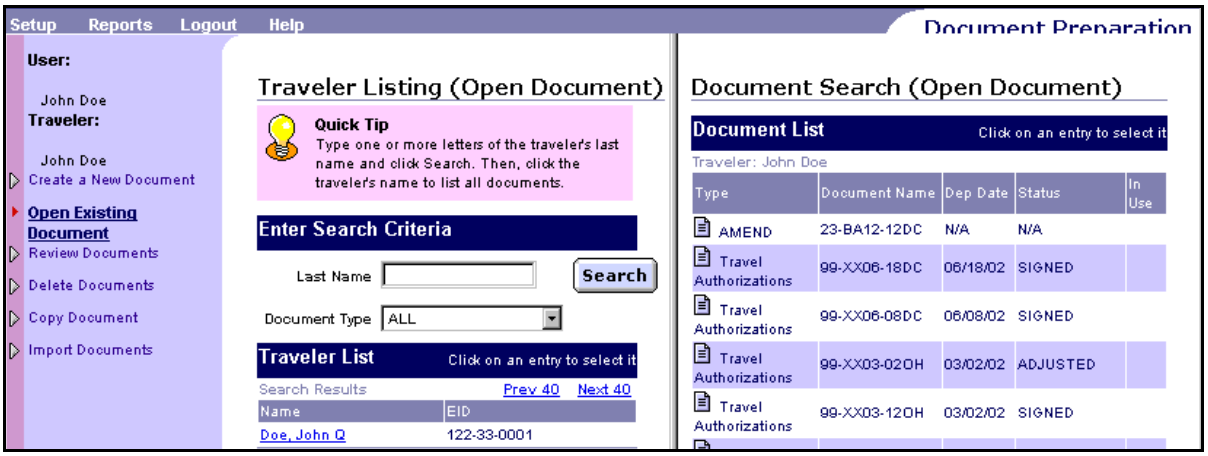
Remove Edit Locks button in the 'For this page you can:' area in the top right.

8. The document does not appear on the **Edit Locks** list and is now unlocked.



9. Click the Close **Edit Locks** button in the 'For this page you can:' area in the top right.

10. Click the **Close** link, on the Tab Menu Toolbar at the top of the Administrative Setup page, to close the **Setup** page.



11. Click the **Open Existing Document** link, on the **Document Toolbar** on the left side of the page, to refresh the page. The document is now available for edit or review.